

Restructure Consultation Paper

Southern New South Wales Local Health District
August 2020



Health
Southern NSW
Local Health District

1. Introduction

The most important piece of work that I committed to complete when I commenced as the Chief Executive of Southern New South Wales Local Health District (SNSWLHD) in March 2020 was the review and finalisation of the structure for the District - a process which has been under review for four years.

This paper delivers on that aim by presenting a structure to progress and finalise consultations with our staff and industrial organisations.

As the health needs of our communities evolve, and result in changes to the delivery of services, we need to realign our structure and workforce. The proposed changes presented in this document are consistent with the District's commitment to building a strong, vibrant culture. A culture that puts people, both in our communities and our staff, at the heart of what we do. In line with this, a set of key restructure principles were developed, communicated and applied to guide decision making and align the District on its journey to improving the performance and culture of SNSWLHD.

This new structure will deliver on our objectives by providing certainty to our workforce, clearly aligning service needs and staffing, ensuring a focus on quality and safety, expanding involvement of doctors in the leadership of the organisation, creating clear lines of accountability and strengthening education and development. The restructure will also ensure that the District can sustainably grow in the critical areas that match our projected needs as outlined in our Health Services Plan. It will also reduce the current heavy dependency on agency and casual resources, providing opportunities for more permanent work in our communities.

Whilst this structure greatly benefits the organisation and its staff, there will be some positions that will no longer be required in their current format or location, or whose grades or reporting lines will change. Every effort will be taken to match impacted staff to similar positions, however where individuals are not matched, they will be redeployed into suitable roles. Where appropriate, staff will also be retrained to undertake new roles.

As a result of these changes, I am committing that there will be no forced redundancies.

Additionally, staff whose grades are reduced, or staff who revert to their substantive position at a lower grade will be placed on salary maintenance for a period of 12 months following the targeted date of implementation of December 2020.

I am looking forward to everyone's contribution as we proceed through this period of consultation and remain hopeful that the new structure will be completed by mid-December this year.

Yours sincerely

Margaret Bennett
Chief Executive
Southern NSW Local Health District

2. Background

SNSWLHD initially presented a proposed restructure for consultation in 2016. Since that time there have been numerous challenges that have inhibited the progression of the restructure. Leadership changes have resulted in a lack of continuity. It is therefore essential to recognise the significant impact that the delay in resolution of this process has caused for staff and the wider community.

To progress and work toward resolution of the proposed restructure, an extensive review of previous restructure proposals, and the feedback received, has occurred. Alongside this, further research, information gathering, consultation and feedback has helped shape and refine the proposed restructure. The review of this work to date has enabled the District to build on existing feedback and previous consultative processes, and be responsive to identified issues and concerns.

It is acknowledged that there has been an impact on many people across the District as this restructure process has remained unresolved for such an extended period of time. This final consultation phase seeks to bring a timely end to this process so that staff appointments can be made to relevant positions. Allowing for this final period of consultation, the Chief Executive's aim is to have the restructure process completed by Christmas 2020 which will provide the District with stability and capacity to move into 2021 with certainty.

3. Restructure Purpose and Principles

The aim of the restructure is to:

- Improve operational efficiency and effectiveness
- Provide an increased focus on improving the quality and safety of services
- Develop career pathway opportunities for various professional groups and
- Improve governance and accountability

The District has commenced a significant journey to improve performance and culture and ensure that we are creating and embedding a way of working together that supports us to achieve our vision of 'supporting our communities to lead healthy lives'.

The Executive Leadership Team (ELT) is committed to building a strong, vibrant culture that puts people at the heart of what we do. It is through this commitment that the District has introduced '*Elevate*' - our brand for the journey ahead. *Elevate* describes our way of working together across the District, to lift our performance, improve the care and services provided to our patients and the community and enhance how we engage and support each other. *Elevate* will provide the foundation and framework for building capacity and capability in our leaders at all levels and align the actions and behaviours of all staff with the vision and values of the District.

Elevate has nine founding principles which the District is basing its future direction on.

The principles are:

- Commit to excellence
- Measure the important things
- Build a culture around service
- Create and develop great leaders
- Focus on employee engagement
- Build individual accountability
- Align behaviours with goals and values
- Communicate at all levels
- Recognise and reward success

The *Elevate* tagline - *Together as One* articulates one of the key outcomes being sought through the restructure; uniting the District in a common purpose with improved alignment and consistency.

In alignment with *Elevate*, deliberate consideration has been given to developing a set of robust principles to guide decision making for the progression and resolution of the restructure. These principles provide clarity, transparency, and a solid foundation to ensure that the restructure achieves the aims and benefits intended.

Restructure Principles:

Through the restructure process the following principles have been adopted and applied.

SNSWLHD will have an organisational structure that:

1. Builds leadership capacity and capability to improve effectiveness and efficiency
2. Enables the District to respond to significant organisational change in performance and culture
3. Enables strong local management that facilitates responsiveness and clear outcomes
4. Provides clear lines of operational and professional accountability
5. Ensures decisions are made as close as possible to the site/service with strong business support at site/service level
6. Strengthens local connections between services, our patients*, and communities to allow for enhanced integration, improved patient flows and referrals resulting in the right care being delivered at the right time, in the right place
7. Is informed by input and consultation from the Leadership Team and staff
8. Enhances and enables medical and clinical leadership, advice and engagement
9. Ensures clarity in corporate and clinical governance
10. Reduces silos and facilitates connections between strategy, planning and operations and optimises partnerships within and across the District and services
11. Facilitates a focus on wellness and wellbeing for staff, patients, and community
12. Aligns with natural flows and geographic orientation of the District

* Patients is the collective term used to include patients, clients, residents and consumers

It is also acknowledged that the restructure will adhere to, and reflect the NSW Government, NSW Health and Ministers' Strategic Priorities, Award and Policy requirements, and local priorities in accordance with the SNSWLHD Service Agreement and Strategic Plan.

4. Proposed Key Changes and Benefits

District Executive Structure

In building upon and applying the principles outlined above, the District has considered what would be the optimal executive structure.

Following careful consideration and review of the feedback received through previous consultations and extensive discussions, the District proposes the following District Executive structure.

The structure will be comprised of the following roles:

- District Director Operations
- District Director Medical Services
- Chair Medical Leads
- District Director Quality, Safety and Patient Experience
- District Director Mental Health Drug and Alcohol
- District Director Integrated Care
- Professional Leads - Nursing and Midwifery, Allied Health and Medical
- District Director Finance and Performance
- District Director People and Wellbeing

Each of these District Directors will lead either the service delivery arm or a Directorate comprising services and/or functions. These roles each report to the Chief Executive and form the ELT.

Professional Leads

As outlined above in the proposed District Executive Structure, there will be representation of each of the major professional groups of Nursing and Midwifery, Allied Health and Medicine on the ELT. The professional lead roles will generally be held concurrently by a District Director with the appropriate professional background. If one of the three professional disciplines are not represented on the ELT by a District Director, then an appropriately qualified leader will be appointed to the ELT.

Network/Service Model

The proposed restructure addresses the geographic scale and diversity within the District. The proposed structure is comprised of three geographical Networks (previously called Clusters) and two District Services. The Network/Service model focuses on meeting the needs of the changing health demographic across the District e.g. ageing population, increased chronic illness and population changes. By aligning with the natural geographic boundaries and existing patient flows, the Network/Service models enables improved co-ordination of clinical services. Significantly, the proposed Network/Service model also ensures an enhanced focus on integrated and aged care, improved services for Aboriginal people and increased engagement with the Aboriginal community.

The Network/Service model is comprised of:

- **Tablelands Network** - Goulburn, Crookwell and Yass
- **Snowy Monaro Network** - Queanbeyan, Braidwood, Cooma, Bombala, Delegate and Jindabyne
- **Coastal Network** - Batemans Bay, Moruya, Narooma, Bega, Pambula and Eden
- **Integrated Care Service**
- **Mental Health Drug and Alcohol Service**

Each of the Networks/Services will be led by a General Manager or District Director and will be supported by a leadership team comprised of positions according to the services required.

The structure of the Networks in no way directs or contains the flow of patients to the required services.

5. Key Highlights and Changes of the proposed structure

In the development of the proposed structure, a number of key principles have been applied and a range of new investments designed to support the District for future success.

These key highlights include:

- The SNSWLHD tag line is *Together as One*. In applying this principle, the District will remove duplication of services, effort and waste where possible. In line with that, a number of services will now be operated as District-wide services. These include: pharmacy, medical imaging, medical administration and workforce, engineering, capital works and corporate services.
- Strengthening of the Operations role to ensure integration of service delivery and avoid silos between services and functions across the District. To provide improved alignment between information and technology services, capital works, health planning, corporate services and operations, these functions will report directly to the District Director Operations.
- Devolution of some services back to front line service delivery to improve efficiency and access e.g. sterilising services to be placed back within the hospitals.

- The majority of functions will have broad policy set at the District level with the delivery of services provided at the Network or Service levels. One example of this is Nurse education, where services will be delivered locally and a new position created at the District level to coordinate District-wide learning and development needs.
- There are clearly articulated professional lines to ensure District-wide consistency in the way the District functions e.g. Corporate services, Administration and Allied Health services.
- Enhanced focus and additional investment in the domains of quality, safety and patient experience. It is proposed that these functions will have new positions including; Manager Clinical Improvement, Manager Patient Experience and Customer Feedback and a Medical Co-Director Quality and Safety.
- The proposal includes a medical leadership structure recently endorsed by the Medical Staff Executive Council. This will enhance and support engagement with medical practitioners in the leadership and delivery of services across the District. A number of new medical leadership roles are proposed, including; Chair Medical Leads, District Medical Leads for each broad speciality group, a Medical Co-Director Quality and Safety and a District-wide Director Clinical Training (focusing on Junior Medical Staff).
- Increased focus and priority on Aboriginal Health through an advisory reporting line to the Chief Executive.
- An embedded Business Partner model to support the Networks and Services for Finance and Performance, People and Wellbeing, and Quality, Safety and Patient Experience. The Business Partners will report to their respective Directorates and have strong links to the General Managers, District Directors and their teams. These roles are designed to support and enable the delivery of services in a localised, timely and efficient manner, in alignment with the broader District policy frameworks. The Business Partners will join the local Network Leadership teams.
- An increased focus on organisational development, learning and education. As such, there are a number of new roles including the Manager Nurse Education and Director Clinical Training.
- A new Research Unit will be established during the next 12 months to enable, support and promote a research culture and activities across the District.
- Strengthening of Audit, Risk and Governance functions through a new joint arrangement with Murrumbidgee Local Health District which incorporates direct reporting of these functions to the Chief Executive.
- An ongoing commitment to professional development for various professional groups including; health care administration (through the continuation of the Management Intern roles), a new Biomedical trainee position and a new role of Manager Corporate Services and Projects within the Operations Directorate.
- A refocusing of the primary purpose of units, functions and reporting lines. This has led to renaming of some directorates, functions and services. Throughout this paper you will see many changes that are based on clarifying the purpose, focus, emphasis and ability of functions to operate in a unified and effective way.
- A re-evaluation of some position gradings to determine appropriate gradings for a range of roles. In some instances, this has led to a change, resulting in regrading of existing positions, or revision of positions identified in previous restructure proposals. For impacted positions there will be a clearly articulated process implemented in accordance with relevant policies and procedures.

6. Impact of Proposed Changes and Potential Benefits

It is envisaged that identified opportunities and impacts will align with the benefits outlined below.

▪ Patients

The restructure enables a strengthened focus on patient experience and care. This will lead to improved access and quality of services for our patients. The proposed restructure will support this through improved alignment, collaboration and consistency, together with streamlining of systems, governance and processes across the District. Ultimately this will assist the District to improve support provided to staff, allowing them greater effectiveness and efficiency in providing care to patients.

▪ Services

One of the key goals of the proposed restructure is to realign roles and responsibilities and build capacity and capability across services. Streamlined decision making, strong local management and improved connections across the District will ensure that the right services are provided in the right places, at the right time. The proposed restructure will support new ways of working and improved models of care that will enable the District to transform services to meet the needs of the community.

▪ Employees

The ELT is committed to improving workplace culture and employee engagement. As the District embarks on our *Elevate* journey there will be a strong focus on improving employee engagement and satisfaction. The proposed restructure will support the District to achieve this through the following mechanisms:

- Improved clarity of professional and operational accountability
- Strengthening of education and development
- Empowerment of front-line staff and
- An increased focus on employee wellbeing

▪ Financial Performance

The proposed restructure has been developed to ensure that the District continues to deliver high standards of patient-centred care. The proposed structure allows the District to address local needs in a timely manner, review services and ensure an efficient use of resources across the District. In supporting the District's *Elevate* journey - *Together as One*, the proposed restructure will also provide opportunities to remove duplication, reduce waste in the system and deliver frontline services more efficiently and effectively.

7. Summary of approach, explanations and highlights by Directorate, Service or Discipline

a. Operations

The Clinical Operations directorate has been renamed Operations and expanded to link together many of the functions and services, allowing for the delivery of services in a unified way. This change has occurred as a result of the Mental Health Drug and Alcohol Service (MHDA) and Ambulatory and Integrated Care Services (now renamed Integrated Care) now both being direct reports to the Chief Executive. In addition, the MHDA service now provides primary leadership and delivery of support for the bushfires recovery response.

The new Operations Directorate comprises a range of services including: the three Networks (previously called Clusters): Pharmacy, Medical Imaging, Pathology, Catering, Cleaning, Linen and Waste via Health Share, Information Communications and Technology (ICT), Asset Services (Engineering and Capital Works), Security, Patient Flow and Whole of Health Program, ACT Health interface and management, Health Information, Health Services Planning and Corporate Services.

The management of the three District-wide streams of Renal, Cancer and Palliative Care will transfer to the Integrated Care directorate in line with the District's restructure principles.

Each of the three Networks (Tablelands, Snowy Monaro and Coastal) will be led by a General Manager (GM), reporting to the District Director Operations, and by a Network Leadership Team. The Network Leadership Team will be comprised of the following: GM, Site Manager/Director Nursing and Midwifery (of each facility or combined facilities), Corporate Manager, Manager Integrated and Primary Health, Director Medical Services and Business Partners (one each for Finance and Performance, People and Wellbeing, and Quality, Safety and Patient Experience).

The Site Manager/Director Nursing and Midwifery will be the lead at each facility and manage the day to day operations of the facility and its services. Details of the groupings and structures of the facilities within each Network are shown in the attached structure diagrams for each Network (Appendix A).

b. Medical Services and Chair Medical Leads

In line with the *Elevate - Together as One* approach, the medical services team will operate as a single service across the District. There is also a new medical leadership structure for the District which has been developed following extensive collaboration with the District Medical Staff Councils and the Medical Staff Executive Council.

The new arrangements are still evolving. Some of the changes noted to date are; a new position of Chair District Medical Leads who is a member of the ELT, new Co-Director role in Quality and Safety, District-wide Director Clinical Training and three full time equivalent positions for Directors Medical Services (DMS) including local and District functions. These positions will provide both local and District-wide leadership and management and provide one medical administration function across the District.

Under the proposed restructure, medical recruitment and advertising will be further integrated with the People and Wellbeing Directorate, while medical administration will remain within Medical Services.

c. Quality, Safety and Patient Experience

The Clinical Governance Directorate has been renamed Quality, Safety and Patient Experience to realign the focus of the Directorate. This will create a strong focus on improving and enhancing quality, safety and wellbeing for all of our patients. The underlying philosophy is a move to continuous improvement and not compliance.

As outlined above, a Medical Co-Director will be recruited to provide medical leadership and governance in the patient safety, quality and experience domain.

All activities related to patient experience have been brought together under this Directorate. This includes patient experience and customer feedback, which has moved from the Media and Communications directorate.

d. Integrated Care

The previous Ambulatory and Integrated Care service has been renamed Integrated Care. The scope of the service has been altered with Sterilising Services moved to Operations, and the inclusion of the Renal, Cancer and Palliative Care services. The General Manager Integrated Care will be a District Director reporting directly to the Chief Executive.

e. Mental Health Drug and Alcohol

Consistent with our *Elevate* principles and in order to achieve better alignment to the District's Networks, the Community Mental Health Drug and Alcohol teams are to be restructured from five to four teams. To strengthen the leadership of special programs and areas of clinical speciality, a new position of Manager Programs and Strategy will be created and be part of the Directorate's Leadership

Team. A new Clinical Nurse Consultant position will be created to reflect our commitment to staff safety and the reduction in the use of seclusion and restraint.

The District Director Mental Health Drug and Alcohol will be the Executive Lead for Bushfire Recovery. This recognises the significant mental health component of our community's recovery from the bushfires.

f. Office of the Chief Executive

The Office of the Chief Executive has been established to group together related activities that are closely linked to the position and function of the Chief Executive.

Key functions and leadership roles include:

- Manager Elevate - to support the rollout of the District-wide cultural renewal program and development of our capabilities and capacities
- Manager Audit, Risk and Governance - through a shared services model with Murrumbidgee Local Health District
- Manager Media and Communications - inclusive of community engagement
- Manager Office of the Chief Executive - incorporating provision of executive and administrative support to the Board and related subcommittees. The position also coordinates activities of the ELT administrative team and various Government and other stakeholders

g. Professional Leadership of Nursing and Midwifery, Allied Health and Medicine

Across the District there are three broad professional leadership roles. These include the Director Nursing and Midwifery, Director Allied Health and the Director Medical Services.

Each of these roles are currently held concurrently with other District Director roles. As noted in section four, if at any time there is not a person with the appropriate professional background to hold these roles, the Chief Executive will appoint an appropriately qualified leader to sit on the ELT.

Each of these professional roles are supported by various teams and individuals to operate successfully.

The Director Nursing and Midwifery has a range of teams, experts and individuals who provide District-wide services and advice. These include, but are not limited to Clinical Nurse Consultants, the new position of District-wide Nurse Education, Nurse Manager Nursing Workforce and Policy and Nurse Manager Clinical Practice.

The District Director Medical Services is the professional lead for medicine. The Director Allied Health is the professional lead for all allied health disciplines across the District. As with other professional roles there are a range of positions and functions that provide professional advice and support at District and local levels.

h. Finance and Performance

The Finance and Performance team has been realigned to meet the needs of the District moving forward. The functions of this team have been expanded to include performance and analysis. In line with this, the Activity Based Management teams have been incorporated and a strengthening of the procurement function will enable improved and more timely management of these services District-wide. Patient transport services have been transferred to Patient Flow services within the Operations directorate.

i. People and Wellbeing

The People and Performance service has been renamed People and Wellbeing to reflect its focus on caring for our people, our wellbeing and safety, and the development of skills and capabilities. Some key changes include the appointment of People and Wellbeing Business Partners who will be embedded into the Networks and Services to strengthen support for each area.

These positions will enable the provision of timely and skilled advice and coaching, an increased focus on organisational development, education and learning, and a greater focus on safety, employee engagement and wellbeing. In line with *Elevate - Together as One*, the proposed structure will provide alignment and redesign of processes resulting in improved efficiency and effectiveness in areas such as staff recruitment.

Further information regarding the allocation of these services and functions is shown in Appendix A.

8. Proposed Impacted Positions

It is recognised that as a result of the proposed restructure there will be a number of impacted employees. Details of those impacted positions can be found in Appendix A. Following completion of consultation and confirmation of the new structure, a final list of impacted positions will be provided. Further information regarding the process to be followed for those impacted employees can be found below in section 10 and 11.

9. Restructure Consultation process

The consultation process will be undertaken in accordance with the *SNSWLHD Consultation Plan (Appendix B)*. The restructure process will involve consultation with relevant industrial organisations and staff.

During the consultation phase, information packs will be available for all services. These packs include:

- Proposed organisational charts
- Indicative position descriptions
- Projected details of impacted positions.

When the consultation phase has closed, the Chief Executive will consider all feedback and make a final determination on the structure. Once this has occurred workforce transition activities will commence.

Transparency, open communication, and engagement with staff and participating industrial organisations will occur throughout the consultation process.

10. Restructure Process

The SNSWLHD restructure process will be managed in accordance with NSW Health Policies and procedures. Any impacted employees will be managed as per *NSW Health Policy Directive PR 2012 021 Managing Excess Staff of the NSW Health Service*.

In undertaking this restructure the Chief Executive has made a commitment that there will be no forced redundancies.

Staff whose grades are reduced, or staff who revert to their substantive position at a lower grade will be placed on salary maintenance for a period of 12 months following the date of implementation.

A range of options will be used to support and place impacted employees. These may include appointment to other roles, support to retrain and assistance to move to new roles where skills are matched.

11. Recruitment and Matching

Following the finalisation of consultation and the restructure, all staff who are impacted by changes to delegations, realignment or change of reporting lines will be informed in writing.

Every effort will be made to place current employees in the new structure through:

1) Direct appointments-

- a. Should there be no substantive change to a position or no fundamental change to the skill set for the position, and no change to the classification or grading, the substantive incumbent of the position may be directly appointed to the new position.
- b. Should there be a downgrading to the grade of the position resulting from a change to duties or skill sets required, the incumbent may, by agreement, be directly appointed to the new position.
Note: In these circumstances, a 12-month salary maintenance period will apply.

2) Appointments where there is more than one substantive incumbent - Should the number of impacted employees exceed the vacant positions within a grade in the new structure, an internal priority process will occur. In this instance the Director or delegate will convene a panel to consider the impacted employees against vacant positions at their grade and classification.

3) Impacted or Excess employees - Employees who are declared excess will receive written notification advising them of their status and options. This may include, but not be limited to, allocation to alternative work and projects, temporary work or identified redeployment opportunities.

4) Internal and External Recruitment - Vacant positions not filled through the above procedures will be advertised as promotional opportunities. Internal merit-based selection will apply. Note: Excess employees receive priority access to vacancies in accordance with Policy Directive *PR 2012 021 Managing Excess Staff of the NSW Health Service*. If there are no suitable candidates, vacant positions will be externally advertised in accordance with NSW Policy.

12. Engaging and Supporting Staff

The ELT acknowledge the impact the proposed restructure may have on staff across the District. We want to reassure all staff that the District is committed to resolving this process and embarking on our *Elevate* journey - *Together as One*. The aim is to build a culture across the District that places our staff, patients, residents and community at the heart of everything we do.

The District has carefully considered the extensive amount of work that has occurred prior to this final restructure paper. We have reviewed and discussed previous concerns raised and potential solutions to support the District. We want to reassure everyone that the District has used a robust set of restructure principles to guide this extensive process.

The District reiterates its commitment to the process of consultation and provides assurance that all staff will be provided an opportunity to participate in the consultation. Consultation will be conducted through a process involving relevant directorate line management with support from the People and Wellbeing Directorate.

Individual discussions with impacted employees will occur to provide clarity about changes and impacts as soon as possible. These staff will be supported by their Managers and provided sufficient time to actively participate in the consultation process.

The District commits to supporting all staff through the restructure consultation and related processes. Regular communication, senior leader rounding and opportunities for feedback and discussion will occur. Staff who are impacted as a result of the restructure will be provided appropriate support through the position appointment, recruitment and matching process.

Staff will be advised of the availability of external support through the Employee Assistance Program and will be encouraged to seek support.

Staff engagement with participating industrial organisations will be encouraged throughout the consultation process.

13. Timeline and next steps

The timeline and next steps to progress the proposed restructure are outlined below

Dates	Component
10 September 2020	<ul style="list-style-type: none"> ▪ Communicate restructuring proposals and release information packs to staff, industrial organisations and relevant stakeholders. Confirm commencement date for consultation meetings
10 September 2020-7 October 2020	<ul style="list-style-type: none"> ▪ Four-week consultation period for employees and industrial organisations
7 October 2020	<ul style="list-style-type: none"> ▪ Consultation period concludes
8 October 2020-14 October 2020	<ul style="list-style-type: none"> ▪ Consideration of feedback and final determination of structure. Release of final structure
15 October 2020-11 December 2020	<ul style="list-style-type: none"> ▪ Commence progressive implementation based on finalised structure ▪ Formalisation of advice to impacted employees ▪ Appoint to all positions ▪ Redeploy impacted people, if not appointed to positions
18 December 2020	<ul style="list-style-type: none"> ▪ Restructure and implementation completed

14. Key contact

The primary contact for the SNSWLHD restructure is Jill Adams (District Director People and Wellbeing).

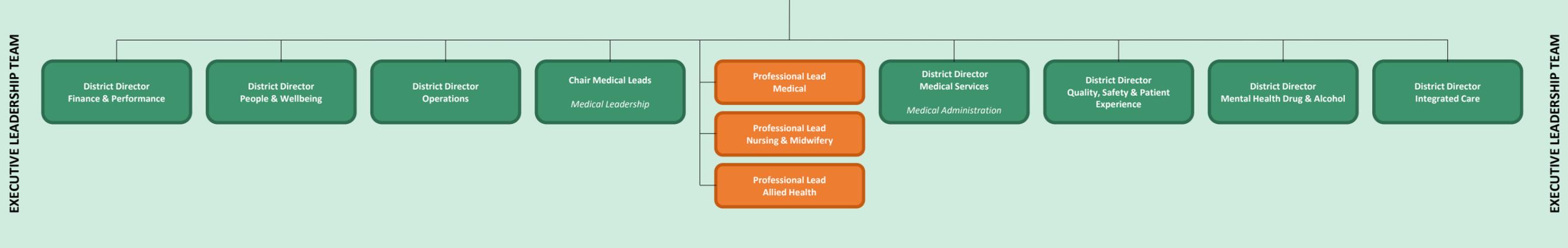
Questions, comments or feedback should be directed via email to:
SNSWLHD-Restructure@health.nsw.gov.au.

15. Attachments

The following attachments are included for information:

- Appendix A - Proposed Organisational Charts and Indicative Impacted Positions
- Appendix B - SNSWLHD Consultation Plan

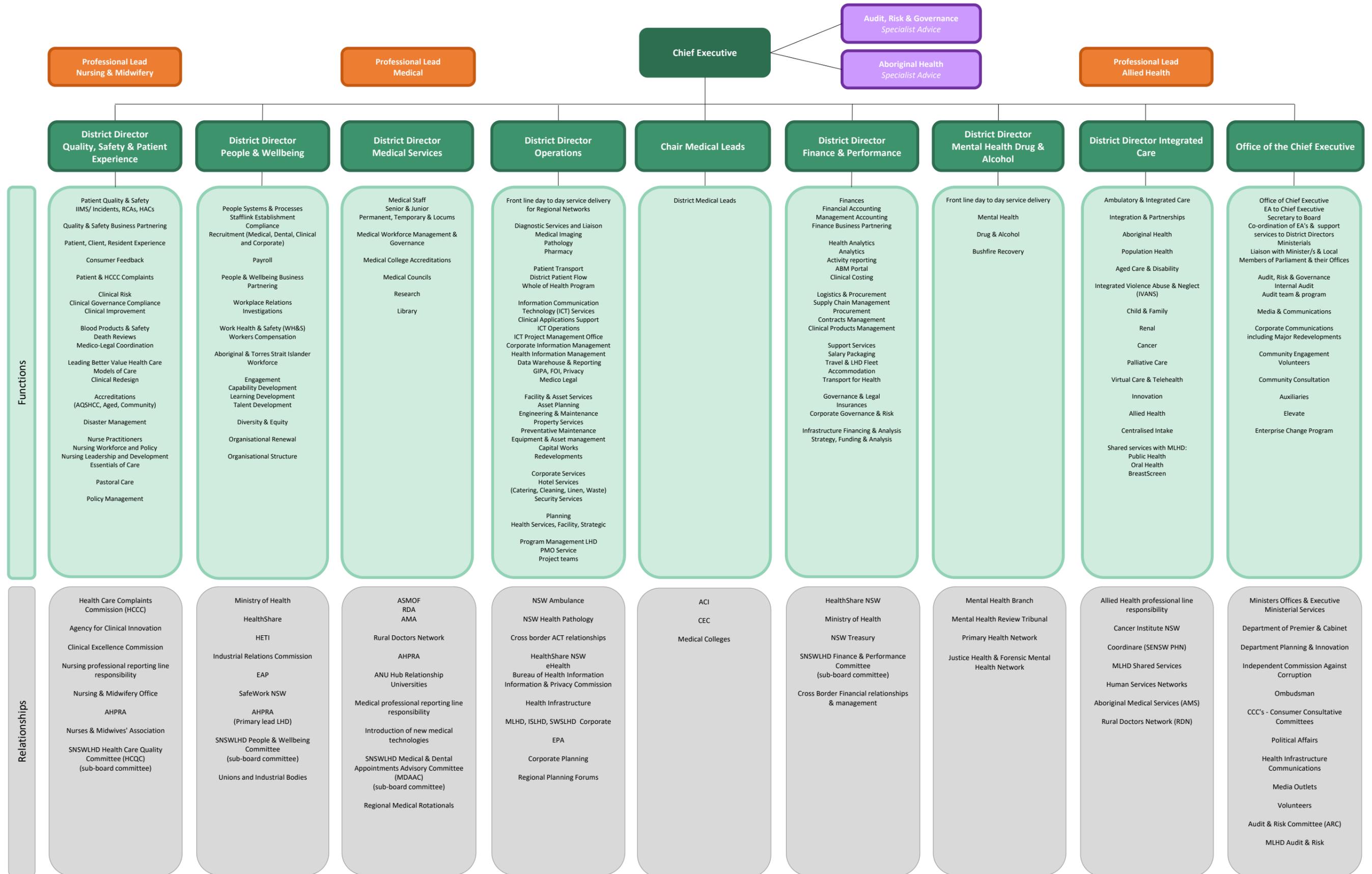
Southern NSW Local Health District
 Proposed Executive Structure 25/08/2020



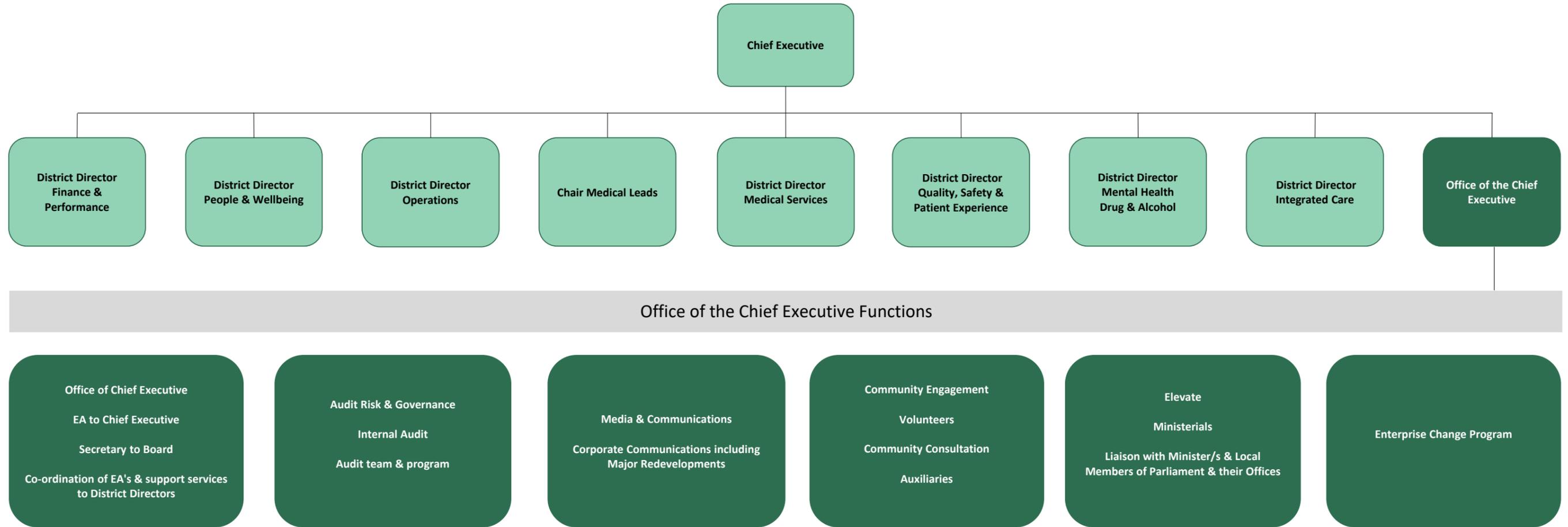
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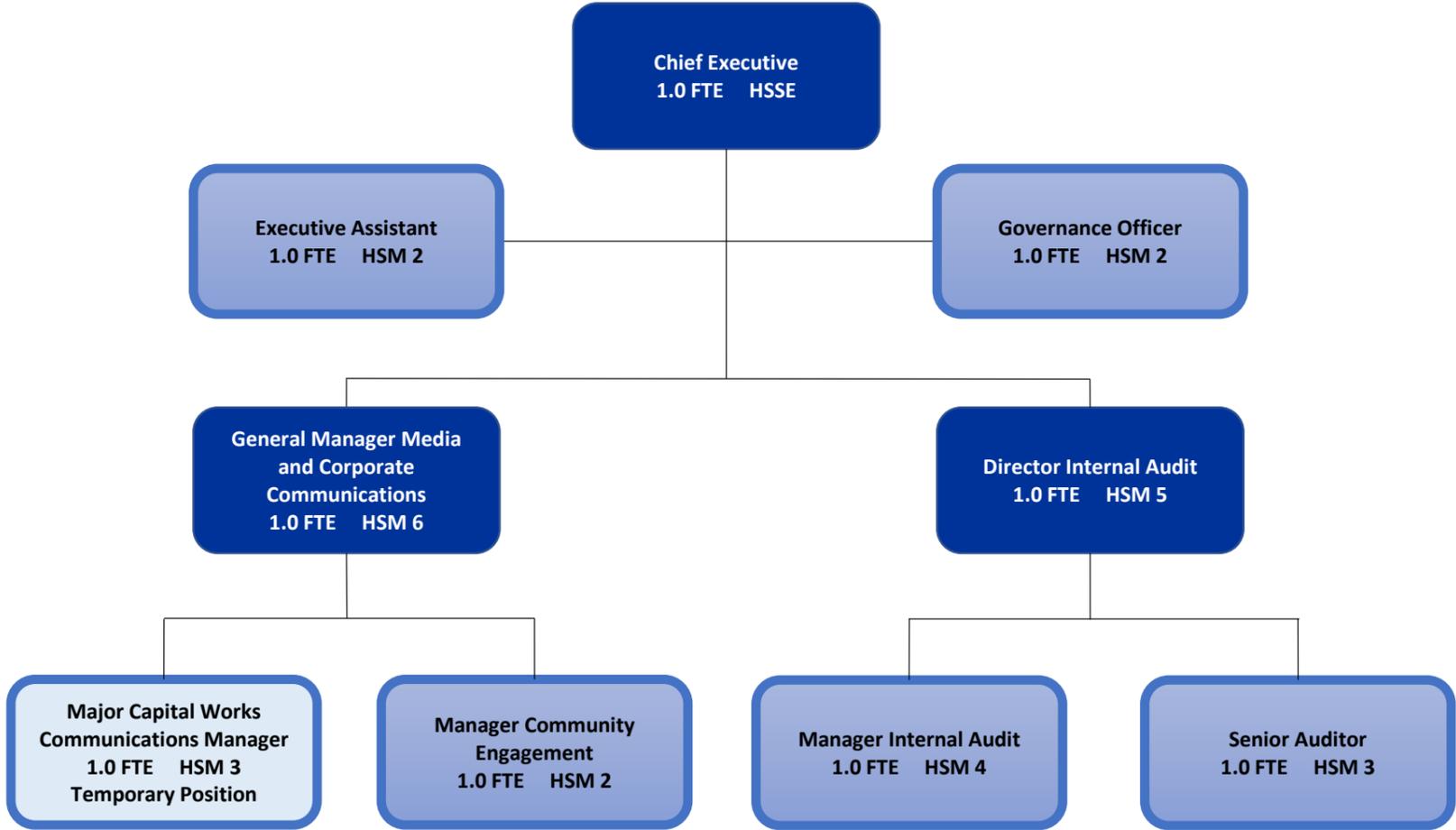
Southern NSW Local Health District Proposed Executive Functions 25/08/2020



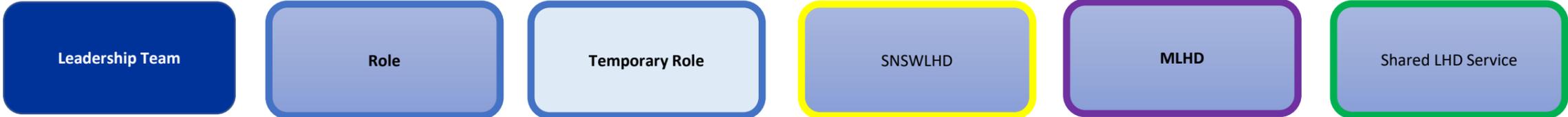
Proposed Office of the Chief Executive Functions 24/08/2020



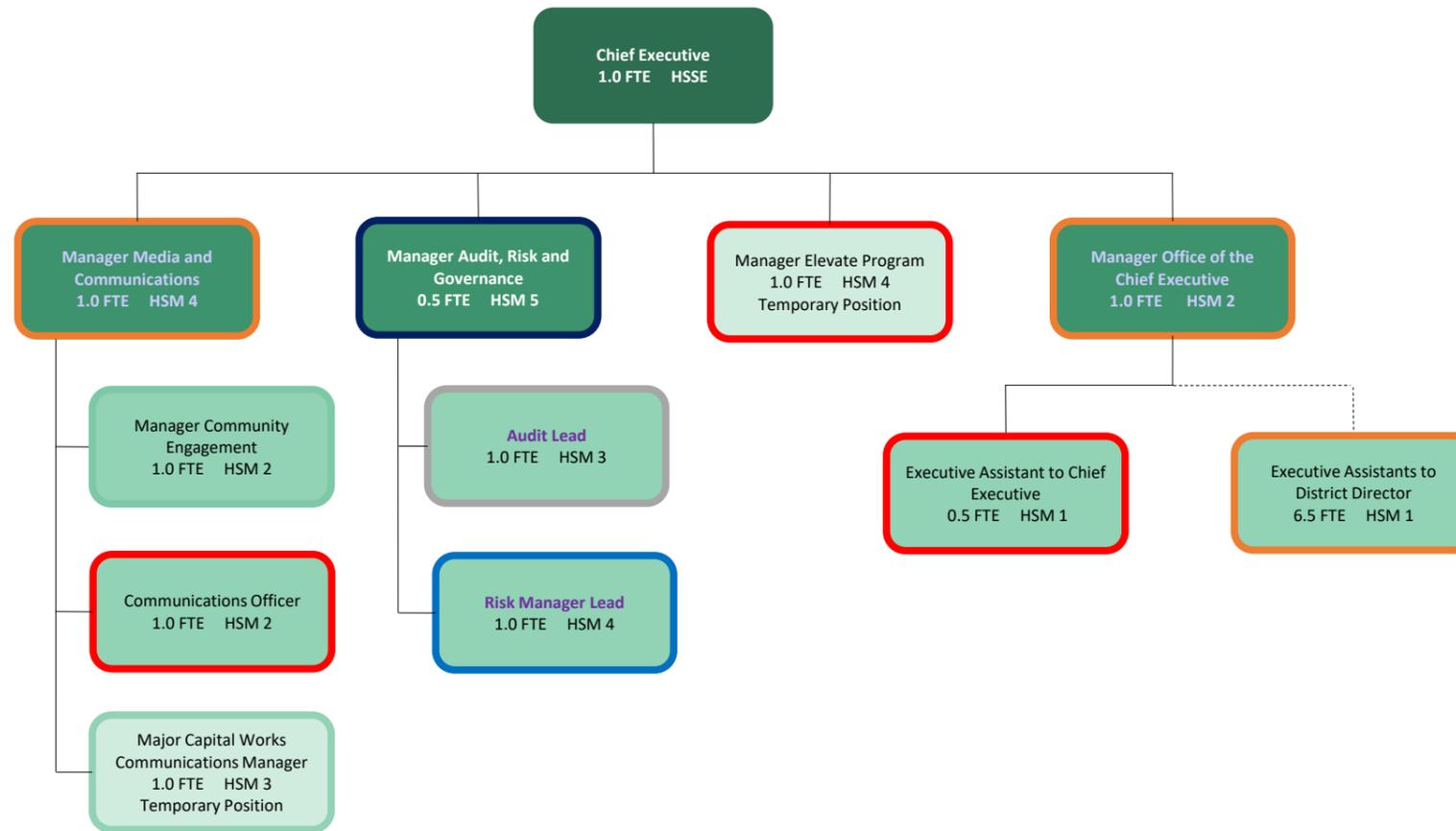
Current Office of the Chief Executive Structure 19/06/2020



Key:



Proposed Office of the Chief Executive Structure 25/08/2020



Key:



Proposed Impacted Position List – Office of the Chief Executive

Role Type	Position	Grade	Nature of Change	Comments
Health Manager	General Manager Media and Corporate Communications	HSM 6	Position to be phased out by December 2020	
Health Manager	Executive Assistant	HSM 2	Change to position title and accountabilities	Change to Manager Office of the Chief Executive
Health Manager	Governance Officer	HSM 2	Position to be phased out by December 2020	Vacant position
Health Manager	Director Internal Audit	HSM 5	Position to be phased out by December 2020	Role to be integrated into new position HSM 5 Manager Audit, Risk and Governance (shared service with MLHD). Vacant position
Health Manager	Manager Internal Audit	HSM 4	Position to be phased out by December 2020	Vacant position
Health Manager	Senior Auditor	HSM 3	Change to position title and accountabilities	Change to Audit Lead
Health Manager	Accreditation and Risk Support Officer	HSM 2	One of two position to be phased out by December 2020	Vacant temporary position
Health Manager	Manager Risk and Accreditation	HSM 4	Change to position title and accountabilities	Transferred from Nursing Midwifery and Clinical Governance, to be shared with MLHD. Change to Risk Manager Lead

Position Description



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

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

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

Role Details

Position Title	Manager Media and Communications
Award	Health Managers (State) Award
Position Classification	Proposed regrade HSM 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Develop and lead the provision of a comprehensive internal and external communications function which supports organisational objectives and ensures SNSWLHD presents as a professional and integrated organisation.

Key Accountabilities

1. Drive the development, implementation and integrity of the organisation's brand aligning all strategies, materials and tools to create an identity which reinforces organisational objectives
2. Develop and manage the organisation's communication program and platforms to build workforce unity, promote information sharing and facilitate achievement of goals and priorities
3. Identify and support the assessment and management of emerging and sensitive issues proactively and provide advice to the Chief Executive and Executive team on internal and external communications issues
4. Provide high level, current advice and guidance to peers, Executive and Board on complex issues including recommendations and rationale for communications approach
5. Drive processes to ensure the development of appropriate digital engagement and social media strategies that fulfil the organisation's objectives
6. Foster assurance through internal controls to ensure communications materials and content are appropriate and meet governance requirements
7. Monitor and evaluate the performance of the communications function and program of work and provide detailed and reliable analysis to support decision making and identify opportunities for development of new communications initiatives

Position Description

Key Challenges

1. Managing and responding to rapidly changing and incomplete information and directives to produce the right communications for the right audience at the right time
2. Creating agile, collaborative relationships with internal and external stakeholders ensuring workforce engagement and holistic information collation to produce effective communications

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction, provide advice and subject matter expertise, escalate issues and share information, ensure activities align with organisational objectives
2	Team	Lead meetings, set direction, share information, coordinate workload and provide advice, support and accountability for performance
3	Executive and Board	Build relationships and provide expert communications advice to influence decisions, create buy-in, share accountability and collaboratively contribute to organisational priorities
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Media and industry stakeholders, Ministers and MPs Office	Establish and sustain proactive and appropriate relationships to achieve effective bilateral information sharing
2	Ministry of Health, Peer LHDs	Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues

Staffing

Direct Reports	3.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification and/ or equivalent experience
2. Proven experience as a media and communications manager with the ability to contextualise within the health setting
3. Excellent communication, negotiation and presentation skills
4. Demonstrated capability to drive brand and identity by aligning activities and streams of work
5. Critical thinker able to source and filter information rapidly to produce credible communications, advice and inform plans and strategy
6. Demonstrated exceptional writing and digital content creation abilities across a range of mediums and contemporary platforms for a variety of audiences
7. Ability to foster teamwork and create agility within a small team to effectively support a large, multifaceted health organisation

Position Description

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Role Details

Position Title	Communications Officer
Award	Health Managers (State) Award
Position Classification	Proposed regrade HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Deliver and support the provision of internal and external communications activities maintaining brand, optimising stakeholder experience and engaging audiences to ensure SNSWLHD presents as a professional and integrated organisation.

Key Accountabilities

1. Facilitate the development, implementation and integrity of the organisation's brand helping align strategies, materials and tools to create an identity which reinforces organisational objectives
2. Identify and support the assessment, documentation and escalation of emerging and sensitive issues proactively to achieve effective resolution with minimal risk to the organisation
3. Coordinate of all phases of stakeholder engagement and relationship management, message development, internal and external communications channels and media and issues management
4. Collaborate with quality, safety and patient experience functions to triage, record, draft responses and track complaints across the organisation ensuring a robust, centralised and responsive complaints management approach
5. Undertake and participate in analysis, reporting and performance evaluation against agreed objectives to inform decision making, work programs and activities focus
6. Coordinate and deliver planned and project work which produces appropriate digital engagement and social media strategies and activities that fulfil the organisation's objectives
7. Manage and support the organisation's communication platform use to build workforce unity, promote information sharing and facilitate achievement of goals and priorities

Position Description

Key Challenges

1. Building and maintaining collaborative relationships with internal and external stakeholders to effectively engage target audiences and identify and minimise risks to reputation and brand
2. Ensuring communications activities are registered and responded to promptly and effectively in order to meet competing deadlines and enhance customer experience

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction, provide advice and subject matter expertise, escalate issues and share information, ensure activities align with organisational objectives
2	Team	Participate in meetings, share information, support workload coordination, provide advice, support and assistance including on-call roster
3	Leaders and managers	Build relationships, provide advice and public relations expertise, support content creation aligned with brand and operational need, support social media management
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Media and industry stakeholders, the public	Establish professional relationships to achieve effective and appropriate information sharing
2	Ministry of Health, Peer LHDs	Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/or developing issues

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification and/ or equivalent experience
2. Proven communications and public relations experience with the ability to contextualise within the health setting
3. Excellent communication, facilitation and presentation skills
4. Demonstrated capability to maintain brand and identity executing targeted strategies to effectively engage identified audiences
5. Public relations specialist with ability to manage and/ or escalate sensitive or contentious issues such as complaints with a customer focus
6. Proven ability to establish and maintain records management, reporting and workflow management systems to drive efficiency and information integrity
7. Demonstrated exceptional writing and digital content creation abilities across a range of mediums and contemporary platforms for a variety of audiences including social media

Position Description



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Role Details

Position Title	Director Elevate Program Management
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and deliver the Elevate framework, principles and processes focusing on the people aspect of change to achieve program outcomes and contribute to achieving organisational objectives and excellence.

Key Accountabilities

1. Lead and implement the strategy for Elevate, establishing a change management program and influencing governance structures to engage stakeholders and support visionary objectives
2. Role model Elevate for the organisation exemplifying care and kindness to generate inclusion, empowerment and individual and organisational resilience
3. Oversee and support effective and comprehensive change communication processes to ensure awareness and understanding of Elevate that leads to participation
4. Analyse the current organisational situation to determine the need for change, assess change readiness and capability required for successful change; bringing our people together as one to transform behaviours, generate accountability and align effort to achieve organisational objectives
5. Lead, coach and participate in on the ground implementation of the Elevate change agenda using active listening and collaboration to harness sponsorship, grow change readiness in leaders and teams and minimise operational impacts while re-engineering for excellence
6. Provide advice, reports and recommendations to facilitate visibility of multiple work streams, anticipated and actual impacts of change activities and progress monitoring against Elevate program outcomes to influence decision making and resource allocation and focus organisational effort
7. Build and manage strong, credible and collaborative internal and external relationships across health and associated communities, partnering to strengthen whole of system thinking and connection

Position Description

Key Challenges

1. Transforming entrenched behaviours, structures and ways of working
2. Influencing leaders to engage active sponsorship, commitment and resources to support change
3. Leading and facilitating a workforce mindset of openness and change readiness within a multifaceted and change-fatigued organisation

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive advice, report on progress towards business objectives and discuss future directions; contribute to decision making, identify emerging risks and their implications, propose solutions
2	Team	Inspire and motivate team, cultivate collaboration, operationalise the Elevate strategy
3	Change targets	Optimise engagement to achieve defined outcomes; guide, support, coach and mentor teams and individuals, facilitate change readiness, communicate, manage expectations and resolve issues
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministry of Health, Peer LHDs	Establish effective networks to enable benchmarking, monitoring of trends, collaboration and sharing of ideas, learnings and information
2	Consultants, Vendors, Partners	Share information, communicate needs, generate solutions, obtain advice, optimise return on investment for the organisation

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated ability to inspire, lead and motivate people to do their best and help the organisation achieve its objectives
2. Evidence of experience and understanding of how people and organisations change and the change process; with ability to contextualise within the health setting
3. Active listener with exceptional communication and presentation skills, able to influence and clearly articulate messages to a range of audiences
4. Evidence of bringing people together and coaching them with a forward looking, holistic approach to minimise barriers to change, maximise likelihood of success and achieve transformation
5. Problem solving and root cause identification skills
6. Resilient, agile and adaptive with perseverance and tolerance of ambiguity
7. Proven team player who builds strong inclusive relationships at all levels in the organisation and collaboratively empowers others

Position Description



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Role Details

Position Title	Internal Audit Lead
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Coordinate and deliver audit initiatives and systems which provide independent, objective assurance and advice to test and evaluate the effectiveness of internal controls, risk management and governance processes.

Key Accountabilities

1. Develop a systematic and disciplined internal audit program in consultation with the Audit and Risk Committee (ARC) that enables oversight of internal controls, risk management, corruption and fraud prevention strategies
2. Coordinate and execute the delivery of internal and external audit programs providing assurance and evidence that obligations are met with regard to applicable laws and regulations, policy, attestation, external accountability and financial statements and financial and performance audits
3. Conduct or oversee regular audits and use data analytics and evidence to design agile, responsive audit plans, targeted projects/ investigations and accede management requests which evaluate and improve governance, risk and control measures and outcomes
4. Provide authoritative advice, education and guidance to Executive, managers and staff on audit, best practice and probity issues and build origination-wide self-assessment capability to drive strong organisational governance
5. Analyse audit information and synthesise recommendations which succinctly and accurately reflect findings to the Chief Executive and Board; enabling risk and governance functions, informed decision making and an effective ARC
6. Deliver recommendation management throughout the audit lifecycle including monitoring of progress, adoption and implementation to achieve compliance and quality assurance
7. Foster a culture of integrity and accountability both within the team and organisation wide to enhance governance and promote commitment to ethical conduct

Position Description



Key Challenges

1. Maintaining a high level of objectivity and independence in undertaking audits and complex/sensitive investigations; while establishing and maintaining positive and constructive relationships
2. Applying independent initiative to create solutions, manage and/ or escalate significant issues

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager (Chief Executive and ARC)	Provide assurance and advice, escalate issues, ensure activities align with agreed priorities and plans, deliver probity, receive direction and oversight
2	Team	Provide leadership, set direction, manage programs of work, promote ethical conduct and confidentiality, share information, align audit and risk management activities to produce strong corporate governance
3	Senior Leadership and Managers	Seek and receive information, act with integrity, provide briefings, advice and reports, facilitate understanding, collaboratively contribute to organisational priorities and validate effectiveness of internal controls
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministry of Health, ICAC, Government Agencies	Respond to queries, share information
2	External Auditors, Peer LHDs, Consultants, Subject Matter Experts	Share information, obtain advice, increase level of assurance, coordinate workload, improve practice and collaboratively develop, implement and monitor audit plans as appropriate

Staffing

Direct Reports	1.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification and/ or equivalent experience
2. Proven audit experience including substantial experience managing audit programs with health sector knowledge and relevance
3. Demonstrated capability to deliver assurance using a targeted audit work plan focused on areas of highest need
4. Excellent communication and presentation skills
5. Evidence of meticulous rigour and commitment to ethical, fair and transparent governance and public accountability
6. Demonstrated capacity to oversee and integrate external audit functions including preparation of financial statements
7. Ability to foster teamwork and provide leadership to align the audit approach across two large and diverse health organisations using relevant industry knowledge

Position Description



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Role Details

Position Title	Risk Manager Lead
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and deliver the enterprise risk management function to identify and quantify existing and potential threats to the organisation and their implications; then find ways to avoid, prevent or minimise those risks through planning and problem-solving.

Key Accountabilities

1. Develop and implement the organisation's risk management plan and strategy, communicate expectations and obligations to Board and Executive, and monitor and report on performance to improve the organisation's risk profile
2. Identify and detect potential threats such as reputation, financial sustainability, operational efficiency, workforce investments and safety to fully develop a shared understanding of the organisation's risk exposure
3. Conduct or oversee regular risk assessments and provide forward-thinking, agile analysis of the organisation's risk exposure and use problem-solving to reduce risks and improve performance
4. Mobilise performance data by championing and promoting self-assessments, monitoring and evaluation to create organisation-wide synergy across governance, risk and audit functions
5. Provide advice and regular reports with actionable plans for avoidance or prevention of potential threats; facilitating the Board and Executive to determine organisational risk maturity and articulate risk appetite to drive effective decision making
6. Train and mentor leaders, managers and staff to build organisation-wide risk management capability and generate useful information for internal audit to develop assurance plans and schedules
7. Lead the implementation of programs designed to anticipate and minimise threats to the organisation enabling business continuity and developing shared organisational resilience
8. Capture lessons learned from crisis and emergency events and assimilate into existing frameworks

Position Description



Key Challenges	
<ol style="list-style-type: none"> Driving a greater understanding and appreciation of risk, and the implications of failure to respond appropriately to threats as they emerge, in a context where disciplines around risk management are still evolving to an appropriate level of sophistication Creating and promoting a consistent and high level of risk mitigating practice across all organisational areas as a key mainstream management obligation and performance expectation 	

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Provide expert advice, contribute to decision making, identify emerging risks and implications, propose solutions, report on compliance metrics
2	Team	Inspire and motivate team, provide direction, enable an integrated corporate risk framework, align audit and risk management activities to produce strong corporate governance
3	Board, Executive Leadership Team, Senior Managers	Provide expert advice, counsel and recommendations on risk identification, assessment, management and mitigation to influence organisational decisions and initiatives; coach and guide business strategy and planning using a risk-based approach
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministry of Health, Peer LHDs	Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/ or developing issues
2	Consultants, Vendors, Service Providers	Share information, generate solutions, obtain advice, optimise return on investment for the organisation

Staffing	
Direct Reports	1.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements	
<ol style="list-style-type: none"> Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays 	

Selection Criteria	
<ol style="list-style-type: none"> Relevant tertiary qualification and/ or equivalent experience Proven experience as a risk manager including risk assessment and control Demonstrated capability to drive performance using risk-based enterprise management Excellent communication, coaching and presentation skills Analytical mind with an eye for detail and problem-solving aptitude Demonstrated capacity to lead and facilitate risk appetite, business continuity and organisational resilience processes Ability to foster teamwork and provide leadership to align the risk approach across two large and diverse health organisations using relevant industry knowledge 	

Position Description



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Role Details

Position Title	Manager Office of the Chief Executive
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide a range of high level executive, secretariat, and project support services to the Chief Executive including managing communications and implementing strategies to support the achievement of the organisation's strategic and operational objectives.

Key Accountabilities

1. Prepare, manage and review the provision of high level communications and correspondence including briefings, reports, submissions and ministerials to ensure the comprehensiveness, accuracy, and timeliness of written information
2. Act as the Executive point of contact, liaise with stakeholders and coordinate communication to proactively ensure responses meet deadlines and decisive action is taken as required, to facilitate optimal use of the Chief Executive's time
3. Provide coordination and secretariat support as required to the Board, committees and the Executive leadership team including recommendation management to achieve completion of agreed actions
4. Provide issues management and support, responding to emerging issues to achieve effective resolution with minimal risk to the organisation
5. Develop and oversee the implementation, evaluation and improvement of administrative systems and practices, coaching the Executive Assistant team to deliver quality outcomes with shared accountability and teamwork
6. Lead and/ or contribute to projects which support the achievement of organisation level strategic and operational objectives

Position Description

Key Challenges	
<ol style="list-style-type: none"> 1. Exercising independent judgement and initiative to negotiate and re-prioritise schedules given heavy workloads, tight deadlines and conflicting high-level commitments and priorities 2. Anticipating and addressing contentious issues and providing accurate information with regard to complex issues, often within tight timeframes, given the need to collect and assimilate information from a variety of different sources whilst maintaining confidentiality and exercising diplomacy 	

Key Relationships		
Who?		Why?
Internal Relationships		
1	Line Manager	Identify emerging issues/ risks and implications, report on progress towards business objectives, coordinate information and work flows
2	Executive Assistant Team	Provide coaching, leadership and direction, foster teamwork and cohesion, promote professionalism, kindness and shared accountability
3	Board, Executive Leadership Team, Senior Managers	Manage the flow of information, seek clarification and provide reliable advice and responses; develop and maintain effective working relationships, consult and collaborate to deliver organisational objectives
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministers, Senior Organisation and Community Representatives	Provide sound and reliable advice; manage expectation, resolve and provide solutions to issues; negotiate outcomes and timeframes
2	Stakeholders	Provide sound and reliable advice; manage expectation, resolve and provide solutions to issues; negotiate outcomes and timeframes

Staffing	
Direct Reports	0.50 FTE
Indirect Reports	6.50 FTE

Essential Requirements	
<ol style="list-style-type: none"> 1. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays 	

Selection Criteria	
<ol style="list-style-type: none"> 1. Proven strong experience as an Executive Assistant, Executive Manager or equivalent 2. Demonstrated capability to maintain a high degree of discretion and confidentiality including in contentious and/ or political matters 3. Excellent decision making, relationship management and interpersonal skills 4. Demonstrated understanding of Board governance processes, committee structures and the ability to coordinate and act as secretariat 5. Highly developed organisational, IT and records management skills with the ability to plan, prioritise and meet organisational needs 6. Ability to produce exceptional, professional written reports and correspondence with an eye for detail and problem-solving aptitude 7. Ability to foster teamwork and coach the Executive Assistant team building capability and shared accountability to support the Executive Leadership team 	

Position Description

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Role Details

Position Title	Executive Assistant
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide a range of high level executive, secretariat, and administrative support services to assist the Executive address the complexities of their role and achieve business objectives.

Key Accountabilities

1. Research, analyse, collate and coordinate reports, briefs and recommendations to the Executive to support informed decision-making and planning
2. Act as the Executive's point of contact, analyse and assess requests in order to prioritise matters, and initiate action exercising discretion and maintaining confidentiality to facilitate optimal use of the Executive's time
3. Support the management of issues using communication and escalation, responding to emerging issues to achieve effective resolution with minimal risk to the organisation
4. Manage the Executive's diary appointments, records and correspondence, coordinate travel arrangements and schedule and support meetings to facilitate the effective management of the Executive's directorate
5. Monitor, implement and evaluate administrative practices, systems and procedures within the directorate to optimise efficiency and support the delivery of quality outcomes
6. Provide secretariat support as required to the Board, committees and the Executive leadership team including recommendation management to achieve completion of agreed actions

Key Challenges

1. Managing competing priorities and providing consistently high levels of support, given heavy workloads, short deadlines, and the need to maintain confidentiality and act with discretion

Position Description

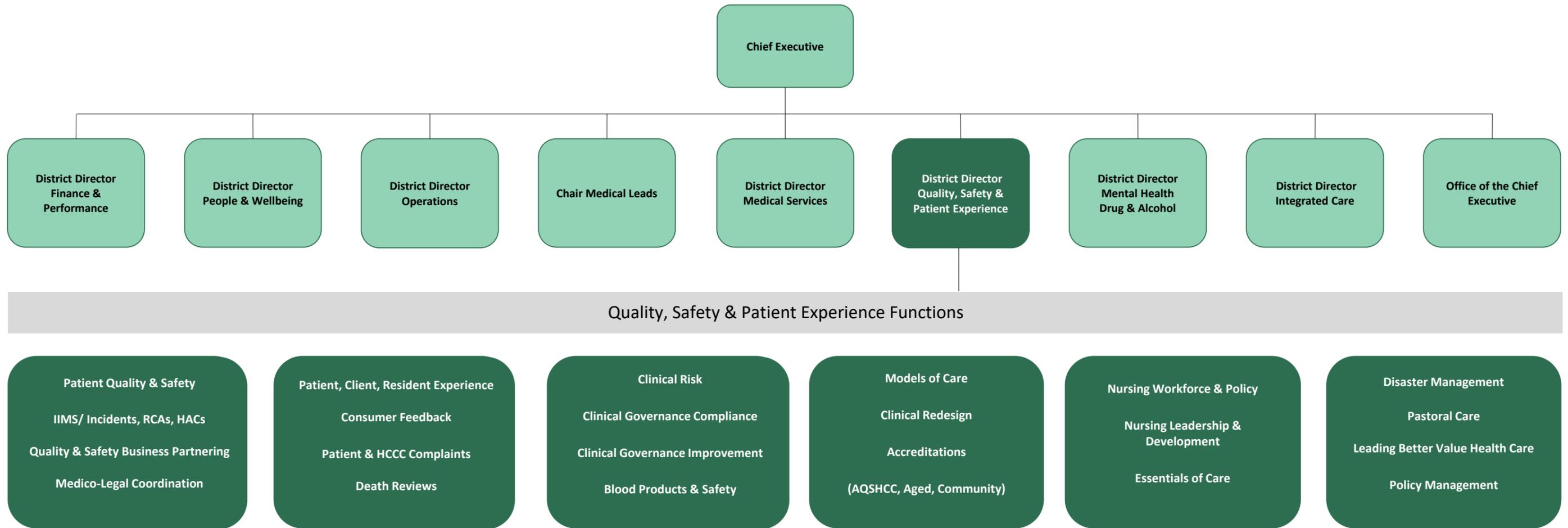
Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Participate in discussions and decisions, escalate issues and propose solutions; receive guidance and provide regular updates on key projects, issues and priorities, coordinate information and work flows
2	Directorate Leadership Team, Peer Executive Assistants	Provide support to align activities, foster teamwork and cohesion, promote professionalism, kindness and shared accountability
3	Executive Leadership Team, Senior Managers	Manage the flow of information, seek clarification, escalate sensitive issues and propose solutions
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer LHDs, Pillars, Vendors, Consultants and Partners	Provide sound and reliable advice; manage expectation, resolve and provide solutions to issues; negotiate outcomes and timeframes

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

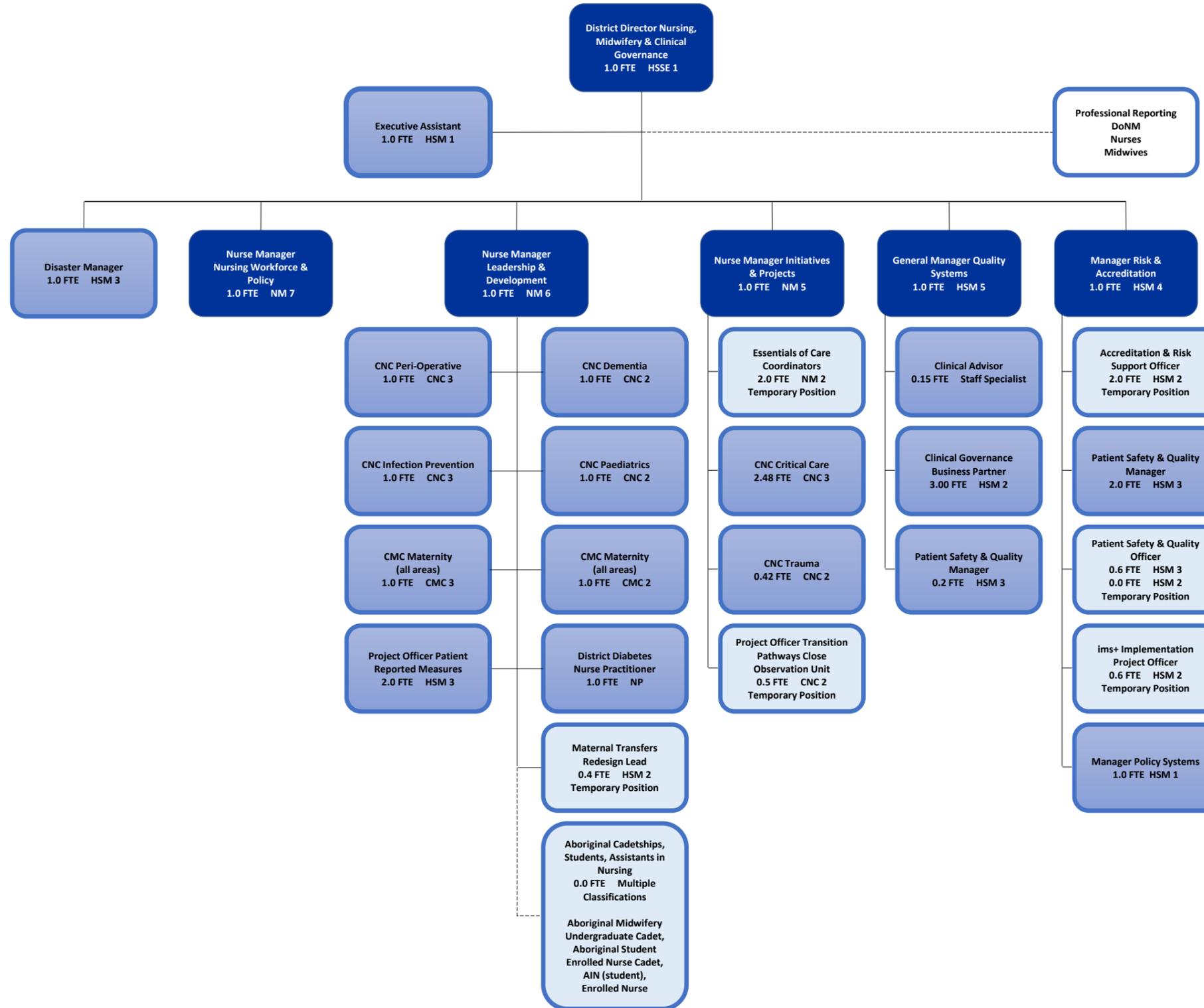
Essential Requirements
<ol style="list-style-type: none"> Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays

Selection Criteria
<ol style="list-style-type: none"> Relevant tertiary qualification and/ or equivalent experience Proven strong experience as an Executive Assistant or similar with the ability to contextualise within the health setting and operational area Excellent decision making, relationship management and interpersonal skills Highly developed organisational, IT and records management skills with the ability to plan, prioritise and meet organisational needs Ability to produce exceptional, professional written reports and correspondence with an eye for detail and problem-solving aptitude Agile, adaptive team player who exercises discretion and builds strong inclusive partnerships Demonstrated understanding of Board governance processes, committee structures and the ability to act as secretariat

Proposed Quality, Safety & Patient Experience Functions 25/08/2020



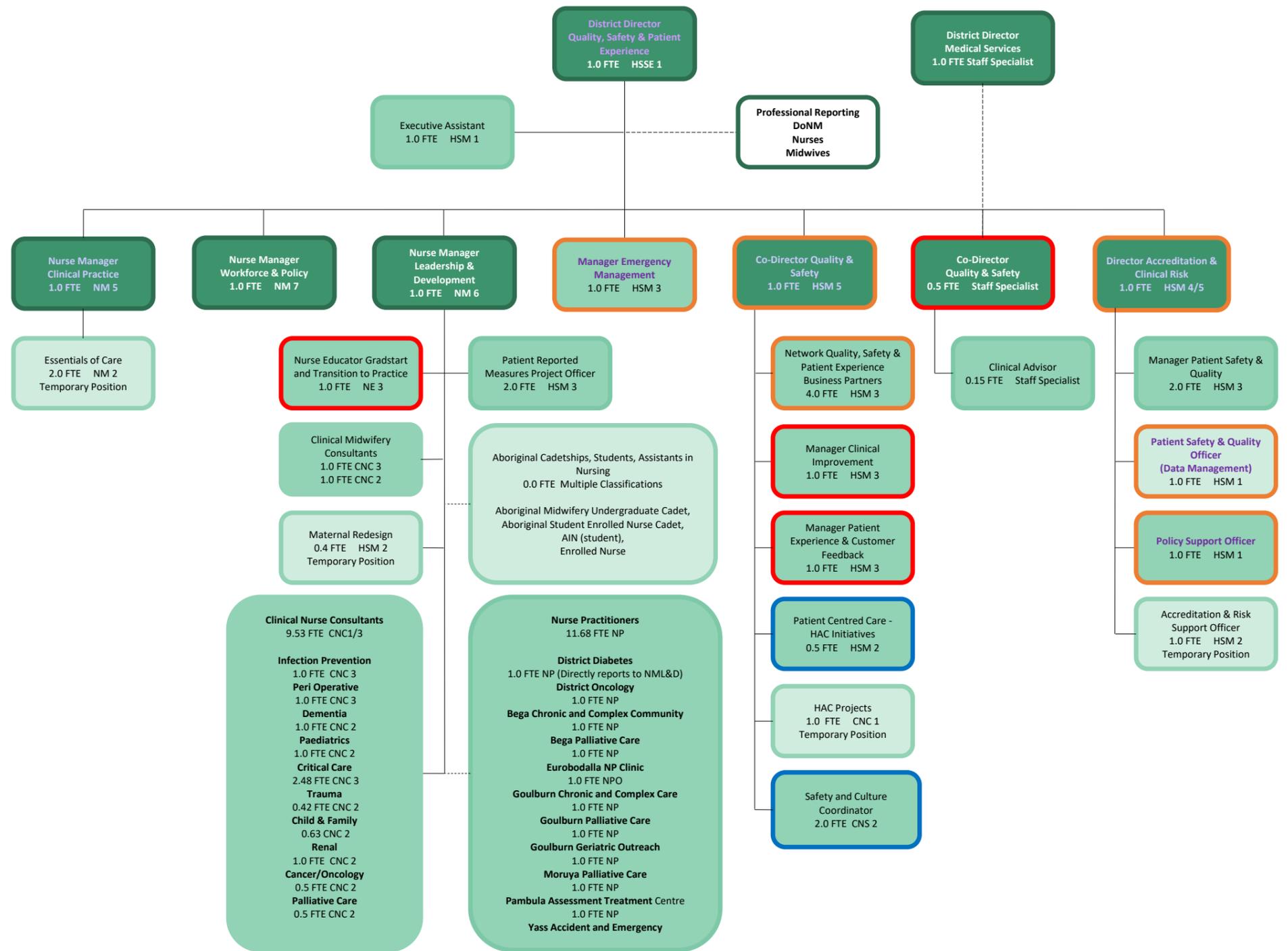
Current Nursing Midwifery & Clinical Governance Structure 19/06/2020



Key:



Proposed Quality, Safety & Patient Experience 25/08/2020



Key:



Proposed Impacted Position List – Nursing, Midwifery and Clinical Governance

Role Type	Position	Grade	Nature of Change	Comments
Health Executive	District Director Nursing, Midwifery and Clinical Governance	HSSE 1	Change to position title	Change to District Director Quality, Safety and Patient Experience
Health Manager	Disaster Manager	HSM 3	Change to position title	Change to Manager Emergency Management
Nurses and Midwives	Nurse Manager Initiatives and Projects	NM 5	Change to position title	Change to Nurse Manager Clinical Practice
Health Manager	General Manager Quality Systems	HSM 5	Change to position title	Change to Co- Director Quality and Safety
Health Manager	Clinical Governance Business Partners	HSM 2	Change to position title. Grade increase from HSM 2 to HSM 3, FTE increase from 3.0 to 4.0	Change to Quality, Safety and Patient Experience Business Partner
Health Manager	Manager Risk and Accreditation	HSM 4	Change to position title and accountabilities	Change to Director Accreditation and Clinical Risk
Health Manager	Patient Safety and Quality Officer	HSM 2	Change position title, FTE increase from 0.6 FTE (HSM 2) to 1.0 FTE (HSM 1)	Change to Patient Safety and Quality Officer (Data Management)
Health Manager	Manager Policy Systems	HSM 1	Change to position title	Change to Policy Support Officer

Position Description



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Role Details

Position Title	Co-Director Quality and Safety
Award	VMO/Staff Specialist
Position Classification	Staff Specialist
Stafflink position number	New Role
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The position is responsible for leading the engagement of medical staff in clinical governance systems and processes in order to advance the development of an organisational culture that prioritises patient safety and quality across Southern NSW Local Health District (SNSWLHD).

Key Accountabilities

1. Lead the overall engagement of the medical workforce in relation to ongoing improvement in clinical governance, patient safety, clinical risk and culture across SNSWLHD to embed clinical governance practices in doctors' ongoing clinical activity.
2. Lead colleagues to use data and best available evidence to guide and drive quality and improvement across SNSWLHD.
3. Provide high level and strategic advice (including reports) to SNSWLHD Board, Executive, Senior Managers and clinicians in relation to risk, clinical safety, quality and improvement reflecting contemporary practice through establishing and maintaining effective networks, communication to ensure maintenance of strong key stakeholder relationships across SNSWLHD and NSW Health.
4. Work collaboratively with managers and clinicians to lead the rollout of patient safety and quality programs/policies from the Ministry of Health and Pillars that require medical leadership and engagement to support patient safety and quality.
5. Provide ongoing support for SNSWLHD Clinical Council ensuring it meets priority directions for improving performance and patient outcomes.
6. Oversight and contribute to the effective functioning of clinical governance systems and processes that require medical leadership to achieve improved governance and patient safety outcomes.
7. Lead the strategic coordination of medical education and training relating to the National Standards and other key safety programs ensuring capacity, knowledge and skills are developed in managing patient safety and quality improvements.
8. Respond and coordinate Health Care Complaints Commission and medico-legal requests requiring medical input ensuring responses are timely and meet organisational requirements.

Position Description

Key Challenges	
<ol style="list-style-type: none"> 1. The creation and implementation of effective engagement and change management practices with the medical workforce in relation to clinical governance systems and programs. 2. Working positively, professionally, flexibly and effectively with managers, medical and nursing staff across SNSWLHD and a range of high level external providers to meet timeframes, achieve outcomes and represent SNSWLHD positively and well. 	

Key Relationships	
Who?	Why?
Internal Relationships	
1 Manager	Receive direction, escalate issues, keep informed, advise and receive key priorities, provide high level reports.
2 Team	Direct priorities, monitor achievements and progress, share information, provide advice and assist with resolution of issues, build capacity and capability within the team.
3 Senior Staff, Managers, People Partners	Inspire, guide, support and motivate managers and clinicians at all levels, provide direction and information, receive information and enquiries and resolve issues and provide subject matter expertise. Enhance efficiency and quality of service to end users.
Does this role routinely interact with external Stakeholders?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1 NSW Ministry of Health and Pillars (CEC, ACI)	Communicate with, receive regular updates from, participate in regular meetings, provides advice. Liaise with CEC/ACI stakeholders regarding the implementation of specific programs for improvement within the LHD Contribute to the development of statewide programs and initiatives.
2 NSW Health Legal & Regulatory Service and Insurance, NSW Health Care Complaints Service	Liaise regarding health liability claims, coronial matters and complaints.

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements	
<ol style="list-style-type: none"> 1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA). 2. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances. 	

Selection Criteria	
<ol style="list-style-type: none"> 1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA). 2. Demonstrated achievement in, and understanding of, frameworks, programs and policies for managing patient safety and quality, clinical governance and clinical improvement with particular focus on improving systems relating to clinical outcomes; clinical audits; peer review; morbidity and mortality. 	

Position Description

3. Demonstrated excellent clinical leadership and management experience and knowledge at a senior level with a proven record of achievement in a large organisation.
4. Demonstrated highly developed interpersonal, written and verbal communication, consultation and negotiation skills necessary to build and maintain collaborative relationships with a diverse range of stakeholders, with capacity to produce high level written documents for the LHD and proven ability to influence others to support patient safety and quality outcomes.
5. Proven capability to engage with the medical workforce to lead the development of processes to embed clinical governance practices in doctors' ongoing clinical activity.
6. Proven capability to contribute to and implement strategic initiatives including the capacity to plan, assist in managing change and improving performance in the health setting.
7. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.

Position Description

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Role Details	
Position Title	Co-Director Quality and Safety
Award	Health Managers (State) Award
Position Classification	Proposed HSM 5 (subject to grading)
Stafflink position numbers	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	<p>Provides leadership in planning, establishing, directing, managing and continually improving systems for clinical governance, patient safety, patient experience, clinical improvement and safety culture across all healthcare settings in the Local Health District (LHD).</p> <p>Provides high level support and advice to the District Director and works collaboratively with the LHD Executive and managers to design, analyse, maintain and improve patient safety and clinical quality systems.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Develop, lead, implement and manage clinical governance processes and systems to ensure the delivery of safe, quality health services and to ensure state and LHD priorities in relation to safety and quality are met in a timely and effective manner. 2. Develop, lead, implement and evaluate processes to ensure operational plans, projects and other external initiatives align with the organisation's goals and support achievement of strategic priorities. 3. Develop, lead, implement and evaluate processes to ensure leadership and governance for clinical improvement to ensure building of capacity and capability in improvement science, prioritisation of improvement initiatives and clinician engagement is maintained. 4. Oversee progress towards, the National Safety and Quality Health Service Standards working collaboratively with all members of the Executive team, senior managers and clinicians to achieve LHD accreditation. 5. Establish relationships with NSW Ministry of Health, the Pillars and represent SNSWLHD in the contribution to state-wide development of patient safety and improvement initiatives. 6. Analyse, summarise, assess, report on matters relating to patient safety and quality and clinical improvement and report on patient safety outcome data to clinicians, health service and LHD management including the LHD Patient Safety and Quality Committee in order to support informed decision making.

Position Description

7. Provide multifaceted education and support to staff and management on all aspects of the patient safety and quality agenda, processes and systems ensuring staff knowledge and skills are developed in managing patient safety and quality improvements.
8. Plan strategy, lead and participate in specific, high priority clinical improvement projects across the LHD as required to ensure priorities for improvement are met.
9. Manage, lead and support direct report staff in their role and function, ensuring they meet the organisations requirements safety and quality standards and address identified risks associated with their area of accountabilities.

Key Challenges

1. Coordinating a diverse range of complex, specialised and developing functions with high volume workload ensuring attention to detail in an environment where priorities and demands change rapidly, levels of understanding of clinicians and managers vary.
2. Working positively, professionally, flexibly and effectively with managers, medical and nursing staff across SNSWLHD and a range of high level external providers to meet timeframes, achieve outcomes and represent SNSWLHD positively and well.
3. Demonstrating resilience, persistence, negotiation, consultation, support and understanding when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality and improving outcomes across SNSWLHD.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction and support, escalate issues, keep informed, advise and receive key priorities, provide high level reports.
2	Team	Direct priorities, monitor achievements and progress, share information, provide advice and assist with resolution of issues, build capacity and capability within the team.
3	Clients/ Customers (Clinicians, managers and support staff across the LHD)	Inspire, guide, support and motivate managers and clinicians at all levels, provide direction and information, receive information and enquiries and resolve issues and provide subject matter expertise. Enhance efficiency and quality of service to end users.

Does this role routinely interact with external Stakeholders?

Yes No

1	NSW Ministry of Health and Pillars (CEC, ACI)	Communication/advice/share information regarding reportable incidents, RCA reports, KPI's, annual Safety and Quality Accounts and attend meetings. Discussions on risks and issues for prioritisation across the state. Liaise with CEC/ACI stakeholders regarding the implementation of specific programs for improvement within the LHD Contribute to the development of statewide programs and initiatives.
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Staffing

Direct Reports	7.5 FTE
Indirect Reports	0.0 FTE

Position Description

Essential Requirements

1. Relevant tertiary qualifications, or equivalent work experience, or a combination of study and work experience in a health setting relevant to the role and functions.

Selection Criteria

1. Demonstrated highly developed interpersonal, written and verbal communication, consultation and negotiation skills necessary to build and maintain collaborative relationships with a diverse range of stakeholders, with capacity to produce high level written documents for the LHD and proven ability to influence others to support patient safety and quality outcomes.
2. Demonstrated excellent leadership and management experience and knowledge at a senior level with a proven record of achievement in a large organisation.
3. Demonstrated experience in, and understanding of, frameworks, programs and policies for managing patient safety and quality, clinical governance and clinical improvement.
4. Proven high level of self-direction, planning, organisational and time management skills as well ability to exercise initiative and judgement to respond effectively and meet agreed timeframes.
5. Proven ability to work effectively with complex concepts and matters, provide quality advice, communicate and represent SNSWLHD well to internal and external parties.
6. Proven capability to contribute to and implement strategic initiatives including the capacity to plan, assist in managing change and improving performance in the health setting.
7. Evidence of a current unrestricted drivers' licence. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Director Accreditation and Clinical Risk
Award	Health Managers (State) Award
Position Classification	Proposed HSM 5 (subject to grading)
Stafflink position number	683487
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Director Accreditation and Clinical Risk is responsible for the delivery of the accreditation, patient safety and clinical compliance functions for Southern NSW Local Health District (SNSWLHD) to facilitate provision of health care which is effective, appropriate and safe.

Key Accountabilities

1. Lead the design, development, implementation and overall management of accreditation processes within SNSWLHD including those relating to accreditation under the National Safety & Quality Health Service (NSQHS) Standards, aged care, junior medical officers, radiology and pathology services, incorporating ongoing changes associated with the accreditation process and initiating these changes within the identified timeframes.
2. Lead and manage serious clinical incident management and investigations processes across the LHD providing support and education to staff on all aspects of the process, ensuring it complies with regulatory and policy requirements and that improvements to patient safety and quality of care are progressed. The role will take the lead within SNSWLHD regarding the implementation and system administration of the electronic incident reporting system (ims+).
3. Manage the SNSWLHD Quality Improvement Audit Calendar to ensure audit requirements are adhered to, results reviewed and strategies implemented to ensure quality care is maintained and improved through an established quality committee structure at both LHD and local facility level.
4. Take the lead role within SNSWLHD regarding the implementation and system administration of the Quality Audit and Reporting System (QARS) associated with quality improvement auditing and surveying. This includes providing effective education/training related to QARS, quality, accreditation processes and facilitate site /directorate based improvements to standards of care and practice.
5. Liaise with relevant stakeholders (including Clinical Governance Business Partners) regarding the coordination of Performance Data, allocated targets and Key Performance Indicators to facilitate monitoring, evaluation and the implementation of improvement strategies to ensure comprehensive data is available for accreditation purposes.

Position Description

6. Manage organisational wide self-assessments; completion of electronic assessment tools to accreditation agencies and liaise with surveyors including the development of accreditation related timetables and availability of evidence for surveys. This includes consulting broadly across SNSWLHD to enable accurate self-assessment, evaluation and provision of ongoing monitoring of progress against previous accreditation recommendations.
7. Provide high level and strategic advice (including reports) to the SNSWLHD Executive, General Managers, Health Service Managers and Directors of Nursing & Midwifery in relations to accreditation and quality management reflecting contemporary practice through establishing and maintaining effective networks, communication and research and maintenance of strong key stakeholder relationships across the SNSWLHD.
8. Lead, develop and maintain a comprehensive system to manage Ministry of Health Policy Directives and LHD policy and procedure documents to ensure current relevant documents are available that support staff in meeting their responsibility and accountability requirements.
9. Manage LHD Medico-Legal matters including documentation and maintenance of records ensuring the District has appropriate legal representation to reduce associated risk. Act as the LHD key contact for support and advice ensuring significant legal issues are enacted in accordance with Ministry of Health (MoH) Policy Directives.
10. Manage, lead and support direct report staff in their role and function, ensuring they meet the organisations requirements safety and quality standards and address identified risks associated with their area of accountabilities.

Key Challenges

1. Designing, developing and implementing new systems and accreditation requirements/programs including those associated with the NSQHS Standards, patient safety and electronic databases.
2. Effecting change management practices in relation to these systems and programs to ensure personnel embrace and sustain the above programs and organisational objectives in a timely manner.
3. Addressing a variety of needs across all sites and directorates in relation to processes for coordinating accreditation, incident management and quality improvement auditing.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive key priorities, provide high level reports.
2	Team	Direct priorities, monitor achievements and progress, share information, provide advice and assist with resolution of issues, build capacity and capability within the team.
3	Clients / Customers (clinicians, managers and support staff across the LHD)	Inspire, guide, support and motivate managers and clinicians at all levels, provide direction and information, receive information and enquiries and resolve issues and provide subject matter expertise. Enhance efficiency and quality of service to end users.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Accreditation Agencies/Bodies	Two way communication regarding accreditation related reports, measures, assessments and on-site visits.
2	Ministry of Health/Clinical Excellence Commission (CEC)	Communicate with, receive regular updates from, participate in regular meetings, provides advice, liaise with CEC stakeholders.

Position Description

Staffing

Direct Reports	6.0 FTE TBC
Indirect Reports	0.0 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience relevant to the role and function.
2. Demonstrated successful experience at senior management level, with a proven record of achievement, experience and leadership at a strategic level in a large organisation particularly in areas of accreditation, incident management and quality improvement auditing.
3. Demonstrated high level understanding of accreditation processes and related tools.
4. Knowledge and experience in the application of contemporary human error and patient safety theory and practice.
5. Proven system-wide view of clinical governance processes with capacity to take initiative and make system changes to improve health outcomes.
6. Superior communication and interpersonal skills that foster engagement with a wide range of stakeholders at varying organisational levels including executive, senior managers, clinical and service managers and with external organisations.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details	
Position Title	Manager Clinical Improvement
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	New role
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Manager Clinical Improvement will lead and coordinate planning, administration, implementation and monitoring of the delivery of priority clinical improvement projects across the Local Health District (LHD) to embed a culture of improvement and excellence.

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the implementation of strategies from the <i>LHD Clinical Improvement Framework and Plan</i> to ensure the development and implementation of governance structures and processes for clinical improvement projects. 2. Facilitate the engagement of clinicians in clinical improvement work supporting the building of capacity and capability of staff in improvement science methods across the LHD. 3. Facilitate and prioritise the implementation of key improvement initiatives within the LHD ensuring the spread of best practice. 4. Coordinate the implementation of reward and recognition programs to ensure staff are recognised for their achievements. 5. Support multidisciplinary teams to undertake improvement project work which contributes to the achievement of agreed project deliverables to meet reporting requirements and performance indicators. 6. Establish and maintain a standard set of practices, processes and templates for managing and reporting clinical improvement projects consistently and efficiently to ensure successful delivery. 7. Collect, consolidate and analyse program and project data to support effective decision making. 8. Liaise with leaders of other project and improvement work being undertaken in the LHD (both clinical and non-clinical) to ensure coordination of effort and reduce duplication.
Key Challenges
<ol style="list-style-type: none"> 1. Coordinating a diverse, high volume workload with attention to detail in an environment where priorities and demands change rapidly whilst working positively, flexibly and effectively with staff and managers across the organisation to meet timeframes and achieve outcomes.

Position Description

- Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	CEC and ACI	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

- Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience in a health setting.
- Highly developed interpersonal, consultation and negotiation skills necessary to gather and share information and build and maintain effective collaborative relationships with a diverse range of stakeholders including senior managers and clinicians.
- Demonstrated highly developed written and verbal communication skills including capacity to produce professional written materials including plans, analysis, reports and recommendations to inform decision making.
- Demonstrated experience managing multiple projects with capacity to produce professional written materials including project plans, analysis, reports and recommendations to inform decision making.
- Proven capability to contribute to and implement strategic initiatives including the capacity to plan, assist in managing change and improving performance in the health setting.
- Capability to provide education on a range of improvement science methodologies to a diverse range of stakeholders.
- Evidence of ICT and records management skills including the use of databases, applications and systems along with high level use of Microsoft suite of programs.
- Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays

Position Description



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Role Details	
Position Title	Manager Emergency Management
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Disaster Manager provides support to the Southern NSW Local Health Districts (SNSWLHD) Health Services Functional Area Coordinator (HSFAC) to ensure SNSWLHD preparedness for a disaster. The position plays a key role in engagement with region emergency management agencies in developing and maintaining prevention, preparation, response and recovery strategies.

Key Accountabilities
<ol style="list-style-type: none"> 1. Coordinate, develop, monitor and evaluate relevant policy, procedures, area and local emergency management/disaster plans and business continuity plans to ensure that each facility is equipped to effectively respond and recover from major incidents. 2. Establish effective working partnerships/relationships with LHD facilities, local Regional and State Emergency Management Agencies, office of the State HSFAC and external agencies in order to understand their business and service needs to support a coordinated response to, and recovery from major incidents/disasters. 3. Provide executive support to the LHD HSFAC during a major incident response and coordinate resources to meet the response and recovery requirements. 4. Facilitate the delivery of education programs and exercises to ensure staff are appropriately skilled and qualified to effectively respond to major incidents. 5. Coordinate correspondence, briefings and relevant documentation related to disaster management across the LHD in a timely and appropriate manner.

Key Challenges
<ol style="list-style-type: none"> 1. Working in a busy and complex environment across multiple facilities/services and external agencies to ensure the LHD is prepared for a major incident/disaster.

Position Description

Key Relationships		
	Who?	Why?
Internal Relationships		
1	HSFAC/Manager/supervisor	Provide and receive feedback, for performance and day to day operational issues to ensure service is in line with agreed priorities and plans.
2	LHD General Managers, Public Health Unit, Service/Facility Managers Multidisciplinary Clinical Staff	To enable exchange of information, provide and receive communications/consultation about planning, training activities and emergency management directions to ensure awareness of and preparedness for a disaster or major incident.
3	Senior Staff, Managers , People Partners	Provide communications and information about programs and subject matter expertise and advice, receive enquiries, planning and progress updates.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministry of Health State HSFAC, Region Functional Area Coordinators, Local /Region Emergency Management Officers and Emergency service agencies.	To engage with emergency management agencies in developing and maintaining prevention, preparation, response and recovery strategies ensuring a coordinated approach in the event of a disaster.
2	Local external healthcare providers/ organisations and nursing homes.	Foster a collaborative relationship to ensure they work closely with the LHD in the event of a disaster or major incident requiring a coordinated health response to support the local community.

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria
1. A degree in a relevant field - Allied Health, Nursing, Health Service Management, Health Planning or equivalent work experience, or a combination of study and work experience.
2. Demonstrated emergency management training and/or extensive professional experience in emergency/disaster management.
3. Proven conceptual, analytical, problem solving and planning skills and the ability to apply them in the development of policy and implementation of strategies related to disaster coordination and response.
4. Demonstrated knowledge of NSW Ministry of Health emergency/disaster management policy directives, guidelines and plans with an understanding of risk management principles and their application to a public health setting.
5. Demonstrated excellent interpersonal, communication, consultation and negotiations skills, high level conflict resolution skills and demonstrated ability to develop and refine strategic relationships.
6. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details	
Position Title	Manager Patient Experience and Customer Feedback
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	New Role
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	<p>The position is responsible for designing, implementing, monitoring and improving systems to capture and respond to patient experience and consumer feedback in order to support Southern NSW Local Health District (SNSWLHD) to effectively partner with our consumers.</p> <p>The role is a key enabler in strengthening SNSWLHD's systems and culture relating to partnering with consumers, carers and families and their role in safety and quality improvement.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the implementation of strategies to meet the National Partnering with Consumers Standard including establishing clinical governance and quality improvement systems to support partnering with patients such as the development of action plans; prioritisation and support for improvement initiatives; provide training opportunities for staff and consumers; and implement strategies to drive a patient-centred culture. 2. Collect, analyse and report on all aspects of consumer feedback data to ensure effective decision making and prioritisation of improvement activities. This will involve working collaboratively with others in the organisation who collect and work with patient experience and consumer feedback data. 3. Maintain and coordinate a consistent process for the management of complaints, dissatisfaction or feedback by patients and members of the public ensuring they are managed efficiently and effectively, documented and communicated with appropriate notifications and or referral as required. This includes being the first point of contact for the receipt and initial risk assessment of complaints from consumers, Health Care Complaints Commission or the public. 4. Lead strategies to promote partnering with patients in their own care and new models of care that empower patients. 5. Lead strategies to promote and improve health literacy at the individual and organisational level. 6. Establish relationships with NSW Ministry of Health, the Pillars and Health Care Complaints Commission and be the LHD point of contact for these organisations to further develop and implement policy and process within SNSWLHD that is consistent with best practice in partnering with patients.

Position Description



- Interact and liaise with senior leaders, health service managers, frontline clinical staff and consumers to guide and develop processes and build skills in the management of all aspects of consumer feedback.

Key Challenges

- Coordinating a diverse, high volume workload with attention to detail in an environment where priorities and demands change rapidly whilst working positively, flexibly and effectively with staff and managers across the organisation to meet timeframes and achieve outcomes.
- Building awareness of, and strengthening relationships and dialogue around the role of patients, their carers and families in safety and quality improvement both within the LHD.
- Ensuring the purpose and value of patient centred care is evident and aligned across all of the LHD's work.
- Capacity to deliver LHD-wide solutions and strategies including developing appropriate forums, curricula, media and tools to develop increased levels of consumer engagement, cultural change and skill development in LHD staff and front line clinicians and managers.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information, provide written reports.
2	Team	Participate in meetings, share information and provide advice.
3	Senior Staff, Managers, People Partners	Effect change, provide briefings, advice and subject matter expertise.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministry of Health, CEC, ACI, BHI, HETI and HCCC	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration .

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

Selection Criteria

- Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience in a health setting relevant to the role and functions.
- Highly developed interpersonal, consultation and negotiation skills necessary to gather and share information and build and maintain effective collaborative relationships with a diverse range of stakeholders including senior managers and clinicians.
- Sound understanding of the conditions that support effective partnering with patients, carers and families and experience in measuring the impact on healthcare quality, safety and outcomes.
- Demonstrated knowledge of improvement science; experience in successfully designing and implementing improvement project plans; and the capacity to plan, assist in managing change and improving performance in the health setting.
- Demonstrated highly developed written and verbal communication skills including capacity to produce professional written materials including plans, analysis, reports and recommendations to inform decision making.

Position Description

6. Demonstrated ability to provide education, coaching and capability development on a range of topics relating to consumer feedback and patient experience to a diverse range of stakeholders.
7. Evidence of ICT and records management skills including the use of databases, applications and systems along with high level use of Microsoft suite of programs.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Network Quality, Safety & Patient Experience Business Partner
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Reporting directly to the Co-Director, Quality and Safety but based locally within the Network, this position leads, coordinates, supports and improves systems for clinical governance, patient safety, patient experience, accreditation, clinical improvement and safety culture across the Southern NSW Local Health District (SNSWLHD) to facilitate the provision of health care that is effective, appropriate and safe. The position provides high level advice to senior management and works collaboratively with managers, clinicians and staff across the Network to improve clinical quality systems.

Key Accountabilities

1. Provide high level advice and support for the Network General Manager to lead the effective implementation and management of clinical governance systems across all services.
2. Lead and coordinate actions and initiatives that support the Network teams responsible for patient safety and quality to ensure organisational readiness for each stage of the accreditation lifecycle.
3. Facilitate, deliver, coordinate or support improvement initiatives and processes using established/agreed methodologies to address areas of deficiency and improve patient care.
4. Analyse, summarise, assess, report on matters relating to patient safety and quality and clinical improvement across the Network and report on patient safety outcome data to clinicians, health service and LHD management.
5. Provide multifaceted education and support to staff and management on all aspects of the patient safety and quality agenda, processes and systems.
6. Administer and maintain ICT and data systems including databases and records according to policy and best practise and regularly provide reports to key stakeholders to improve compliance and quality of service.
7. Deliver professional written materials such as incident reports, reviews, complaints, plans and audits using high level analytical and report writing skills to facilitate decision making and compliance.
8. Oversight and coordinate the effective functioning of relevant committees and meetings which support the Network, sites and work areas achieving quality and safety performance requirements.

Position Description

- Through creating partnerships with LHD and local teams, act as the conduit between LHD clinical governance teams and local teams ensuring there is effective communication of priorities and escalation of issues.

Key Challenges

- Coordinating a diverse, high volume workload with attention to detail in an environment where priorities and demands change rapidly whilst working positively and effectively with staff and managers across the organisation.
- Demonstrating innovation, resilience and collaboration in identifying needs, establishing and navigating processes and finding and implementing solutions that achieve quality and safety outcomes and connect the clinical governance function with operational teams.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information.
2	Team	Participate in meetings, share information and provide advice.
3	Managers (network, facility, site, clinical governance)	Provide and receive information, provide support, receive enquiries, coordinate workload, provide subject matter expertise, change management coaching.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2	GP VMOs	Provide and receive information, provide support, receive enquiries, provide subject matter expertise, change management coaching.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

- Evidence of a current, maintained, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria

- Relevant tertiary qualification or equivalent experience in developing, implementing and maintaining quality, safety, accreditation and/ or risk management systems.
- Demonstrated highly developed written and verbal communication skills.
- Proven capacity to develop interpersonal relationships and teamwork to effectively collaborate and negotiate with a diverse range of stakeholders including senior clinicians and managers.
- Capacity to produce professional written materials including plans, analysis, reports and recommendations to inform decision making.
- Demonstrated ICT skills including the use of databases, applications and reporting platforms, along with high level use of Microsoft programs.
- Proven ability to motivate and coordinate people to deliver creative solutions that result in change and improvement with a particular focus on patient centred care.
- Proven high level of self-direction, planning, organisational and time management skills.

Position Description



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Role Details

Position Title	Nurse Educator
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	Proposed Nurse Educator Level 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Nurse Educator provides a coordinated and collaborative approach to skills development and education programs for nursing and midwifery staff within Southern NSW Local Health District (SNSWLHD). Develop, coordinate and deliver nursing and midwifery education programs at the district level, including but not limited to: transition to practice and speciality programs for Registered Nurses, Midwives and Enrolled Nurses. Provide support and direction for local site education and clinical support programs in collaboration with the Clinical Nurse Educators and Clinical Nurse Consultant speciality staff ensuring the quality and integrity of education and training at local level is consistent across SNSWLHD.

Key Accountabilities

1. Develop and implement an educational framework for SNSWLHD, encompassing transition to practice and speciality programs for Registered Nurses, Midwives, Enrolled Nurses and Assistants in Nursing to ensure a consistent approach across the LHD to support the development of a skilled and knowledgeable nursing workforce.
2. Work closely with the Clinical Nurse/Midwife Educator and Nurse Managers/Directors of Nursing and Midwifery with coordination, development, implementation and evaluation of site GradStart and Nursing/Midwifery education programs, ensuring these programs are evidence based and are consistent with the LHD educational framework, workforce requirements and LHD directions.
3. Plan, design, coordinate, implement and evaluate an annual education and professional development program in line with SNSWLHD and Nursing and Midwifery directions and priorities in consultation and liaison with the Nursing and Midwifery Team, Learning and Development Unit, SNSWLHD Clinical Nurse Consultants and Clinical Nurse Educators ensuring maximisation of resources and minimise repetition.
4. Provide high level professional educational advice, supervision and support to the SNSWLHD Directors of Nursing & Midwifery, Nursing Managers and Nursing/Midwifery Clinical Educators and Leaders to design, deliver and evaluate nursing educational programs that achieve learning and development

Position Description

strategic goals and priorities of the SNSWLHD Executive to ensure the nursing and midwifery workforce achieve a high standard of professional clinical practice.

5. Produce high quality educational materials, resources, reports and other documents associated with the role and actively participate in organisational and SNSWLHD initiatives requiring educational expertise, working closely with stakeholders to ensure education requirements are sound, evidence based, contemporary, customer centred, flexible and utilises a range of learning styles.
6. Actively participate, and fulfil corporate and clinical governance responsibilities related to being a member of the Team to promote and support a culture of patient safety, compliance and continuous quality improvement. Liaise with the Manager Medical Services to develop and implement workforce strategies to recruit and retain the appropriate numbers and mix of medical staff.

Key Challenges

1. Providing educationally sound learning opportunities that meet the emerging needs of the nursing and midwifery workforce in a constantly changing environment.
2. Ensuring a coordinated approach to providing evidence-based education and training across SNSWLHD to ensure a consistent development of skills and knowledge is available to improve patient outcomes.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction/professional support, share information and escalate issues and reports as required.
2	Nursing and Midwifery Directorate Team / Nursing Managers/DONMs	Participate in meetings, share information and seek advice on educational issues and support/guidance on priorities around educational requirements.
3	Stakeholders / Clinical Nurse Educators	Develop collaborative relationships with other teams and staff within the LHD to support the role.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Stakeholders/ Educational Institutions	Develop collaborative relationships with stakeholders to support educational programs and the role.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA) with Tertiary qualifications in nursing education or associated fields or equivalent work experience, or a combination of study and work experience in the relevant field.
2. Excellent communication, facilitation and presentation skills in the health professional context.
3. Adaptive problem solver skills with an ability to meet individual learner needs.

Position Description

4. Recent extensive experience and knowledge in nursing clinical practice development or leadership role involving change management, motivational and team development skills with a record of achievements, especially those related to workforce learning and development.
5. Demonstrated ability to develop implement and evaluate innovative educational and skills development programs using contemporary adult learning principles and flexible delivery modes for learning.
6. An understanding of the theories that underpin adult learning, capacity building and practice development with a proven success in creating a learning environment that positively influences the skills and knowledge of staff.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Patient Centred Care – HAC initiatives
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Manage and coordinate planning, implementation, and evaluation of safe patient care initiatives; specifically including falls prevention, to reduce the occurrence of Healthcare Acquired Complications (HAC) and support improved patient care.

Key Accountabilities

1. Work collaboratively with multidisciplinary teams and support them to undertake improvement initiatives which contributes to achievement of best practice comprehensive care, compliance with National Standards requirements and improve the health and safety of patients.
2. Lead and manage the development, implementation and evaluation of LHD wide programs for safe patient care projects, including providing subject matter expert advice on falls prevention; and ensuring the program outcomes address any complex issues and identified risks.
3. Implement practice improvement initiatives to provide comprehensive risk assessment, interventions, education, and reviews for patients at risk of falls and other complications.
4. Research and adopt innovative best practices and resources to ensure standards are met including the appropriate recording of activity and collection of outcome measures to allow for evaluation.
5. Using high level analytical and report writing skills, collect, consolidate, analyse and report on a range of program and project data to clinicians, health service and LHD management in order to support effective decision making.
6. Provide multifaceted education and support to staff and management on all aspects of best practice safe patient care processes and systems.
7. Collaborate with individuals and the multidisciplinary team to initiate, conduct and utilise evaluation or research findings for incorporation in the planning and delivery of care to meet future needs.

Key Challenges

1. Leading and supporting the implementation of practices to reduce healthcare acquired complications across a diverse area ensuring the improvement in the quality and efficiency of clinical services and patient/ client/ consumer experience.

Position Description

- Obtaining engagement and acceptance for new ways of working across a wide variety of stakeholders and colleagues within a variety of services.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information, provide written reports.
2	Multidisciplinary Team	Provide and receive feedback, share information, facilitate consultation, provide advice, facilitate and participate in meetings, provide leadership, identify educational gaps.
3	Senior Staff, Managers , People Partners	Provide communications and information about programs and subject matter expertise and advice, receive enquiries, planning and progress updates.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	GP VMOs Patient Clients	Provide and receive information, provide support, receive enquiries, provide subject matter expertise.
2	CEC/ACI	Establish working relationships, provide and receive information and work collaboratively on projects.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

- Relevant tertiary qualifications or equivalent work experience, or a combination of study and work experience in a health setting.
- Well-developed interpersonal, consultation and negotiation skills necessary to gather and share information and build and maintain effective collaborative relationships with a diverse range of stakeholders including senior managers and clinicians.
- Demonstrated knowledge and understanding of methods to achieve improved practices and outcomes with an understanding in applying research and evidence based practice to the workplace with the ability to apply critical thinking and problem solving skills to project management outcomes.
- Demonstrated ability to provide support and education on a range of improvement methodologies to multidisciplinary teams.
- Demonstrated well developed written and verbal communication skills including capacity to produce professional written materials including development of project plans, analysis, reports and recommendations to inform decision making.
- Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Policy Support Officer
Award	Health Manager
Position Classification	HSM 1
Stafflink position number	531111
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Manages the administrative functions, processes and maintenance of Southern NSW Local Health District (SNSWLHD) position document library, provides advice and training on policy, procedure and guideline development to ensure consistency across the LHD to achieve effective policy governance. Provides a range of secretarial, administrative and data reporting functions for Clinical Governance to facilitate the operations of the unit.

Key Accountabilities
<ol style="list-style-type: none"> 1. Manage the administrative functions, data management, reporting and processes for the LHD position document library ensuring all Ministry of Health (MoH) and District policies, procedures, guidelines and local protocols are registered within a central database, readily accessible in the policy library and advertised when published. 2. Provide high level advice and training for managers, staff and clinicians involved in the review and development of policies, procedures, guidelines and local protocols for use within the LHD ensuring they understand the processes needed to meet position document standards. 3. Facilitate, coordinate and prepare policy, procedure, guideline and local protocol development, review, risk rating, editing, consultation, endorsement processes and dissemination ensuring they are in line with LHD requirements. 4. Develop and maintain the LHD templates for policies, procedures, guidelines and local protocols on the intranet to ensure format and development is consistent across the LHD. 5. Participate in and provide a range of secretarial and administrative support services, collate, process and analyse reports, coordinate committee meetings and papers as requested maintain documents and records management ensuring documents are appropriately filed and archived.
Key Challenges
<ol style="list-style-type: none"> 1. Delivering policy initiatives and reports to the required standards and timeframes, given the need to understand and integrate information quickly in a rapidly changing environment. 2. Manage complex tasks and competing work priorities with minimal direction.

Lifting our people and performance to provide high quality support and care

Position Description

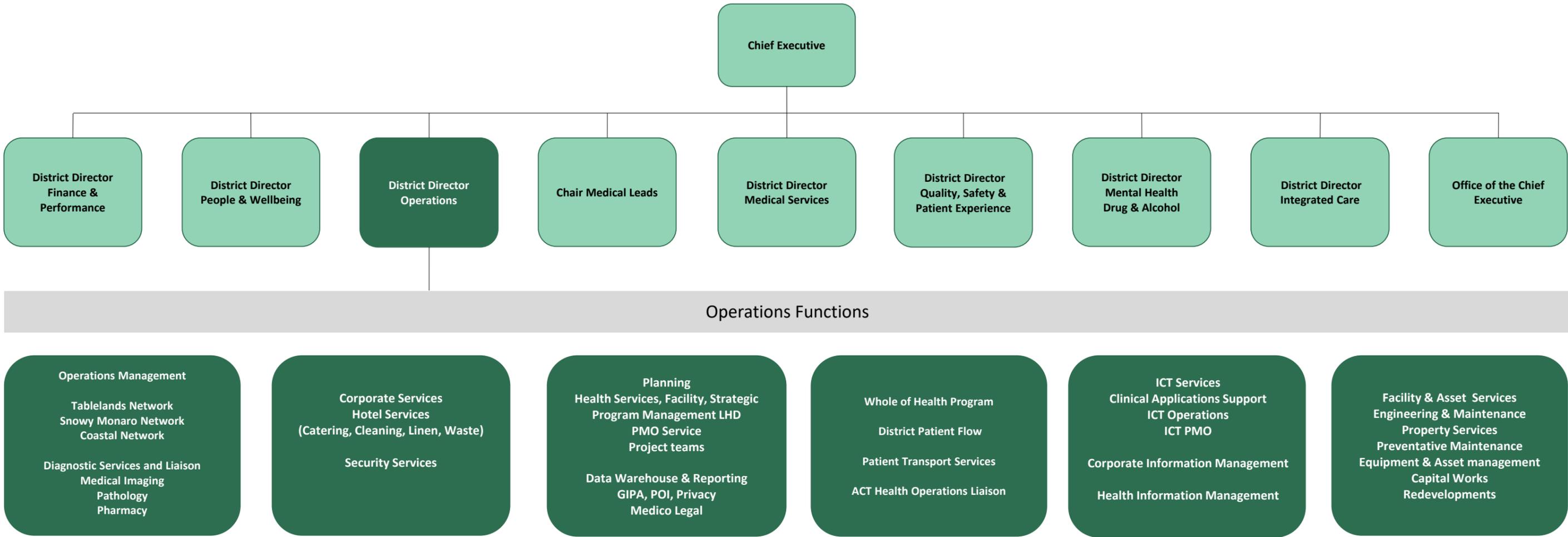
Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Provide and receive feedback and guidance for day to day key tasks/priorities and escalate issues related to the role.
2	Work Team	Work collaboratively to contribute to achieving team outcomes, participate in meetings, share information and provide input on issues.
3	Stakeholders	Develop and maintain effective working relationships, respond to enquiries and provide advice.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	MoH and various State bodies	Respond to enquiries, report and provide updates for State level committees.
	State Policy Officer network	Develop and maintain effective relationships and exchange of ideas to keep abreast of changes and new developments.

Staffing	
Direct Reports	0.0 FTE
Indirect Reports	0.0 FTE

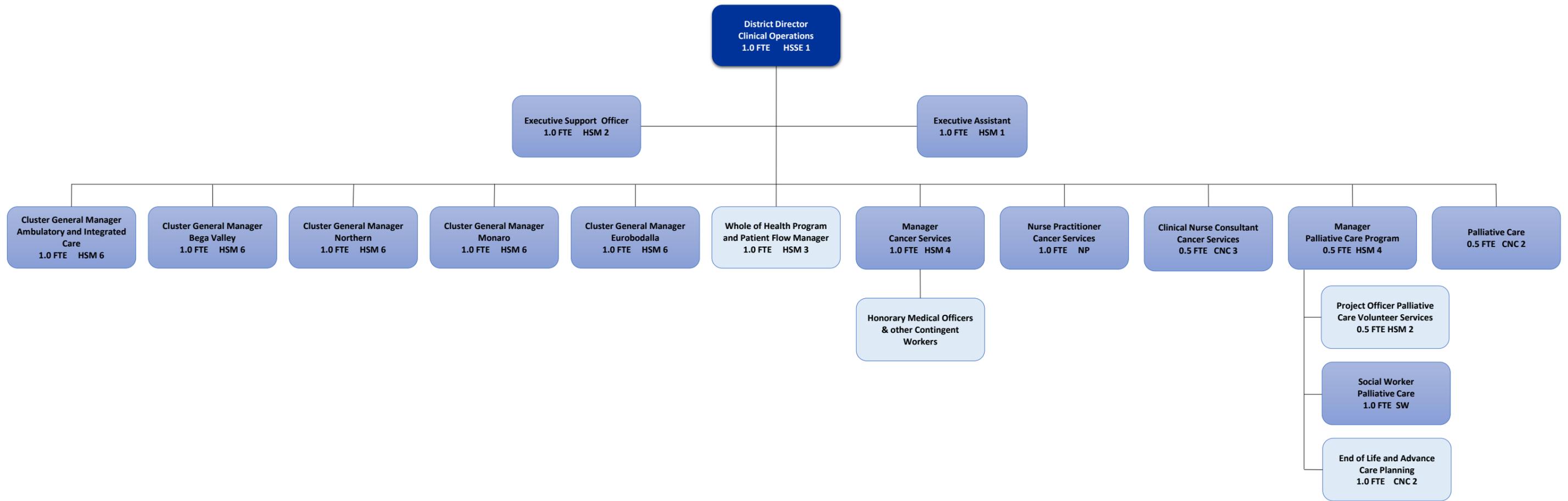
Essential Requirements
<ol style="list-style-type: none"> Evidence of a current class C driver’s license. Ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Selection Criteria
<ol style="list-style-type: none"> Demonstrated high level clerical and administrative skills and experience with strong focus on document development processes and record management functions. Demonstrated highly developed computer skills with strong data collection, record management and proficiency in the use and knowledge of a range of the health software packages and Microsoft software packages such as Excel, Word, Publisher, Power Point and Share Point Design with proven ability to learn new applications in short timeframes. Excellent communication and interpersonal skills demonstrated by the ability to relate to health professionals at all levels with a strong ethic for collegiate and effective customer service relationships. Demonstrated well developed written, oral communication and presentation skills with experience in the preparation of reports and briefs. Demonstrated high level time management and organisation skills and capacity to deliver high quality work. Demonstrated ability to apply principles of NSW Ministry of Health requirements and knowledge of National Safety and Quality Health Service Standards to the development and management of District policy documents. An understanding of technological development in electronic design and digital print and how to prepare publications for both screen-based and print-based delivery. Evidence of a current class C driver’s license. Ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Proposed Operations Functions 28/08/2020



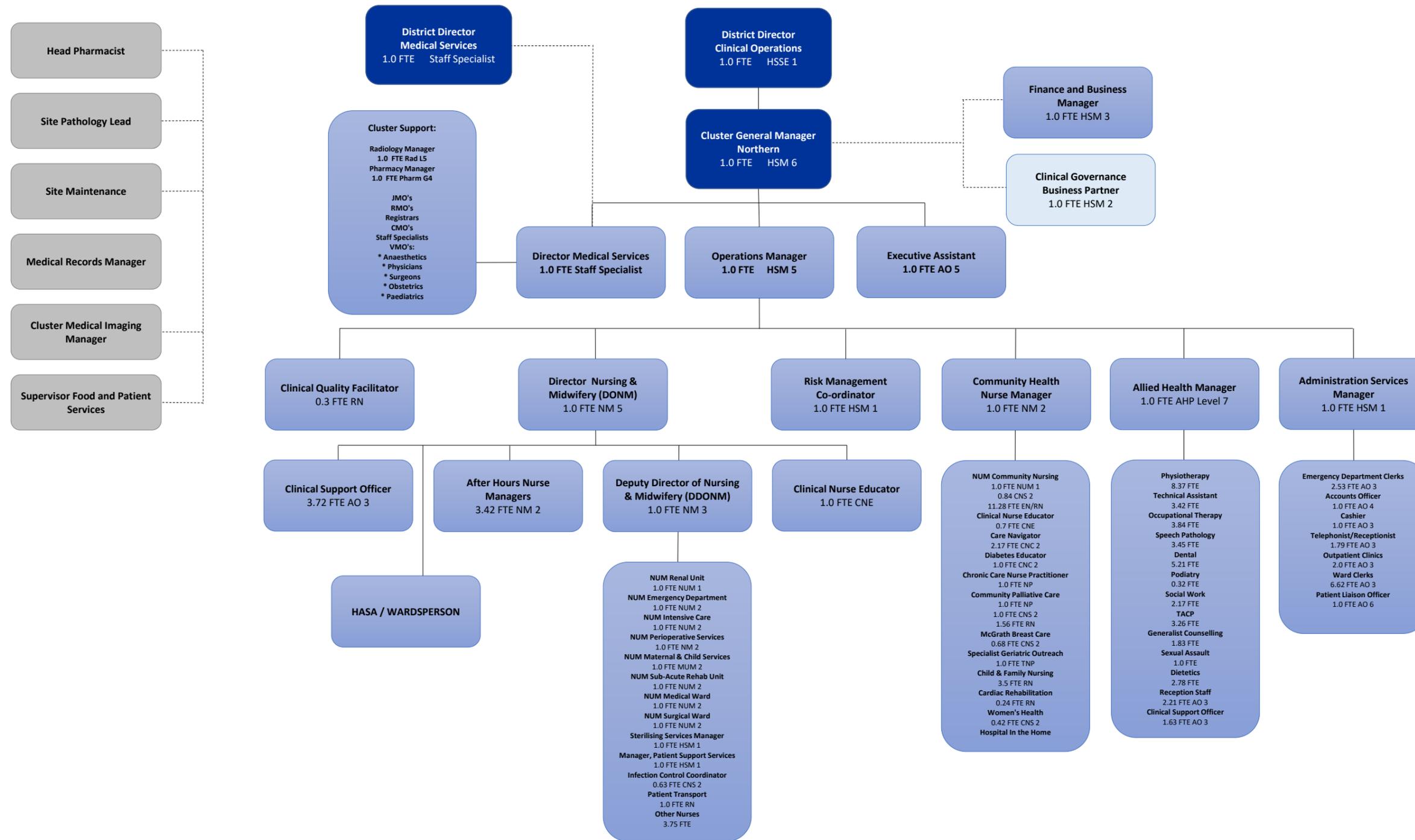
Current Clinical Operations Leadership Structure 19/06/2020



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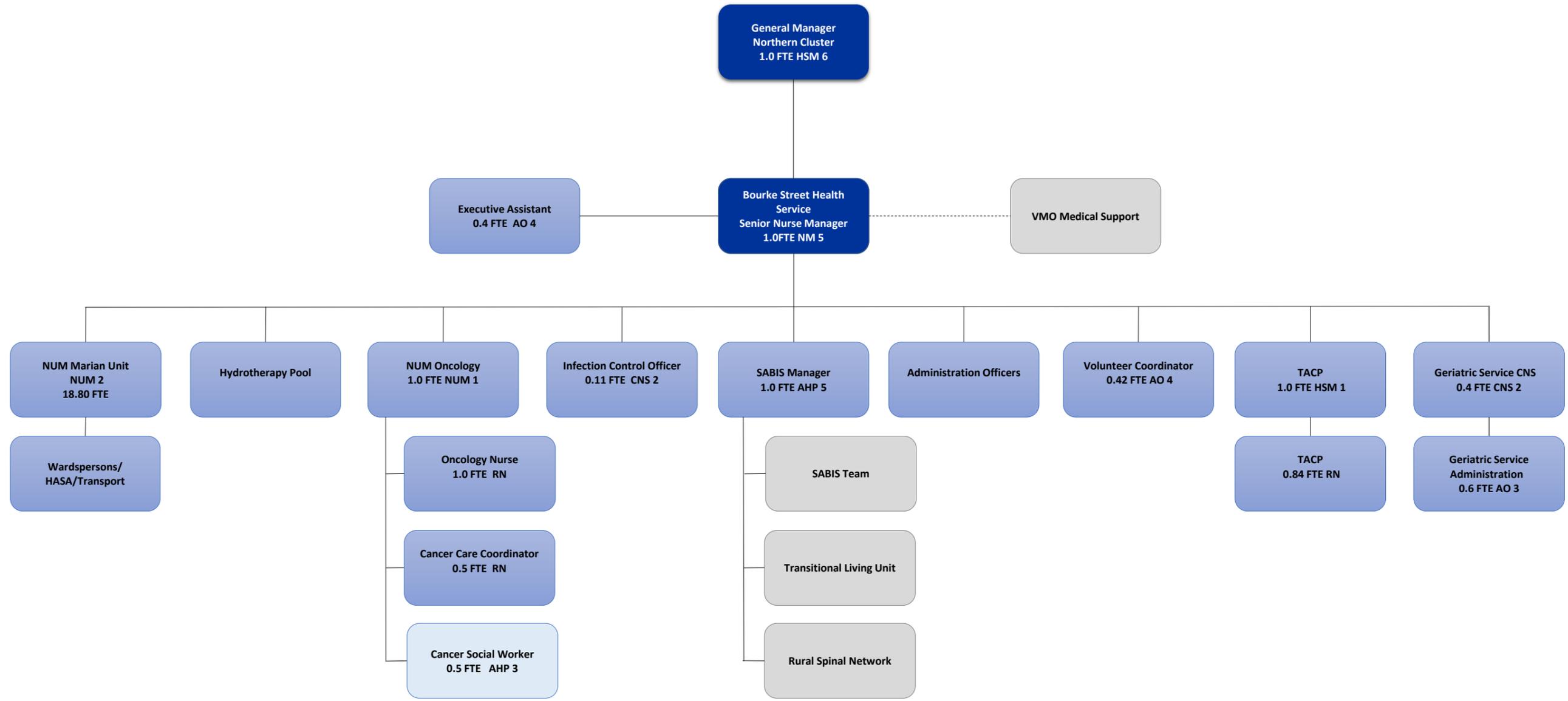
Current Goulburn Hospital Structure 19/06/2020



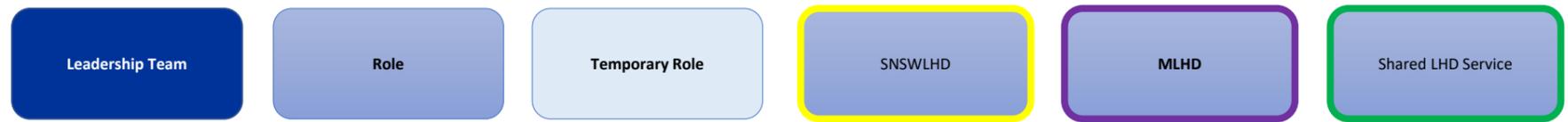
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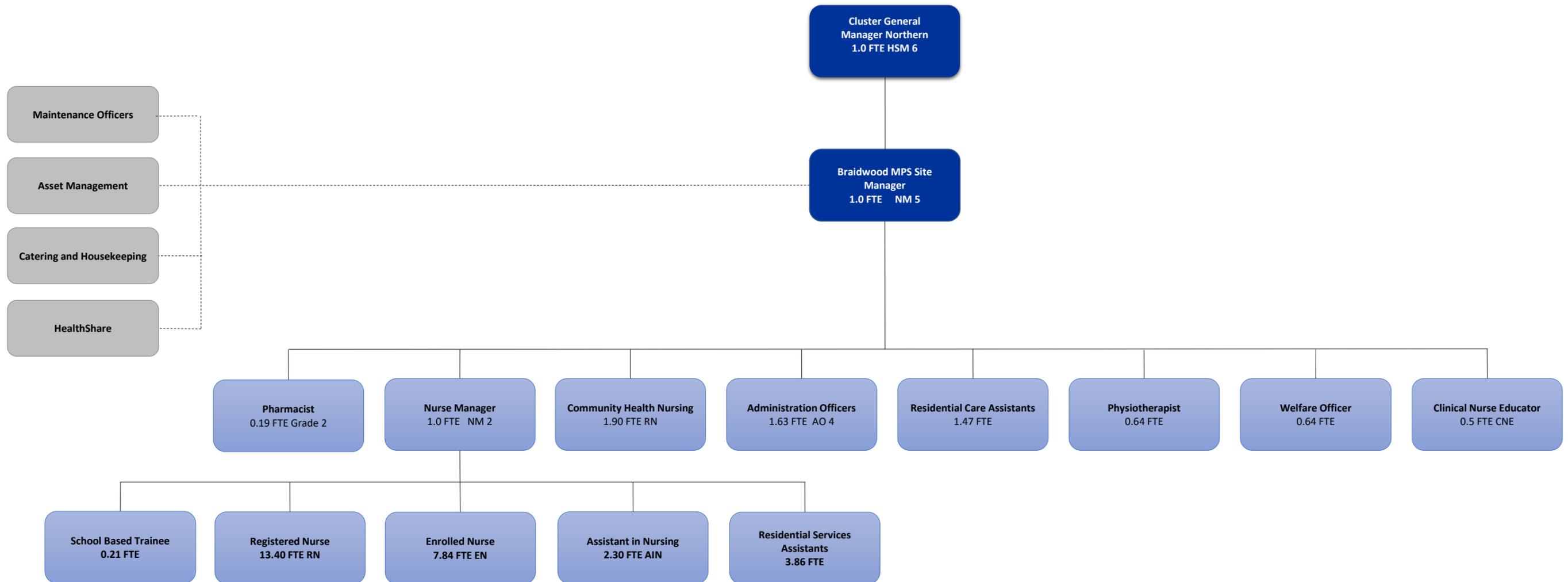
Current Bourke Street Health Service Structure 19/06/2020



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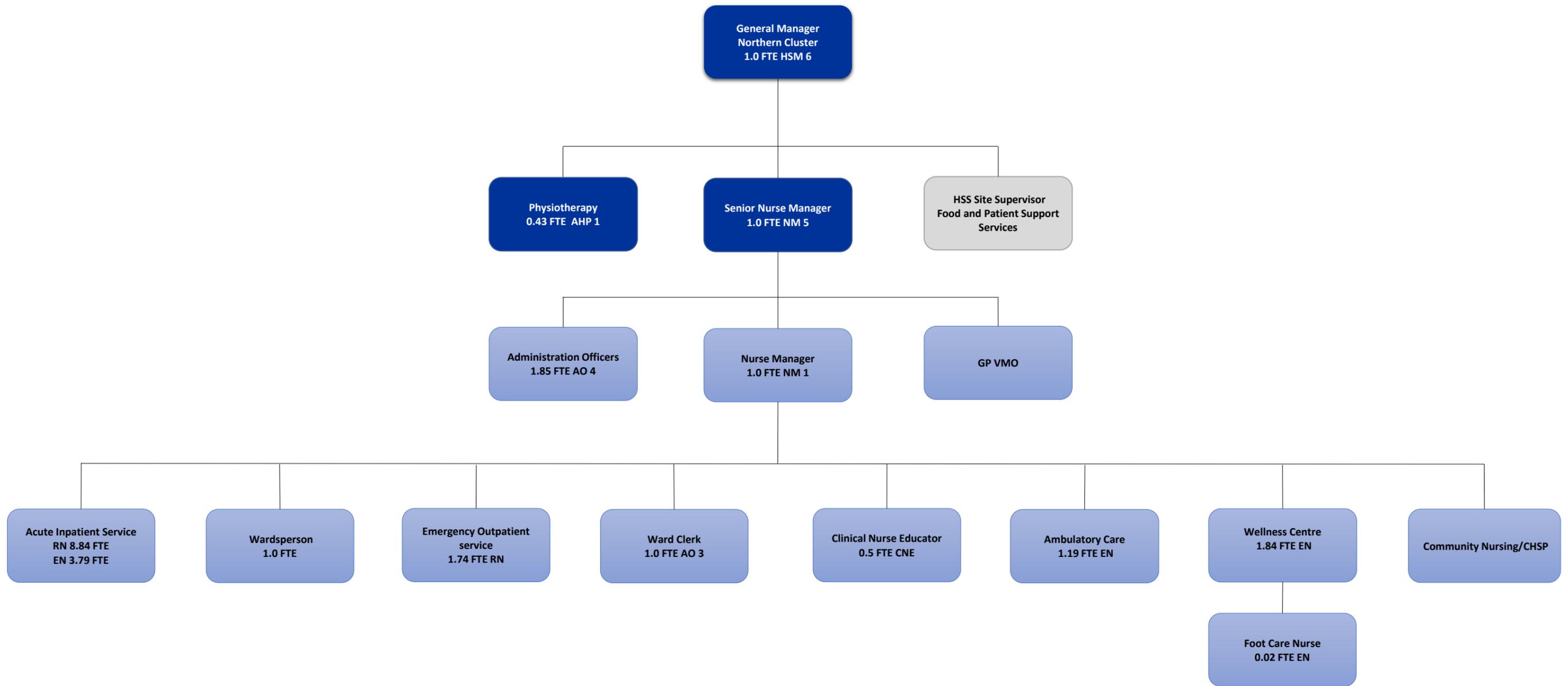
Current Braidwood Structure 19/06/2020



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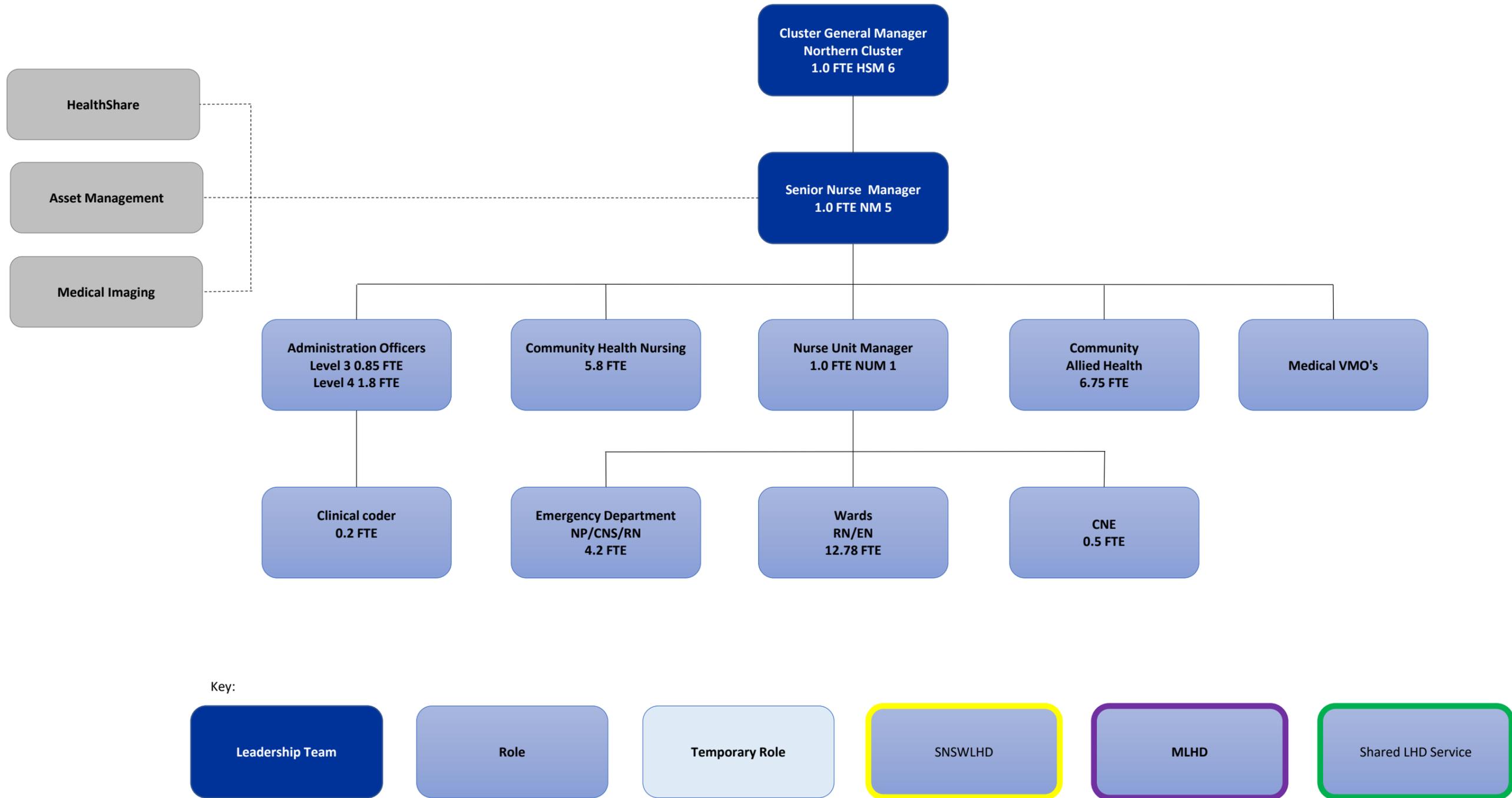
Current Crookwell Structure 19/06/2020



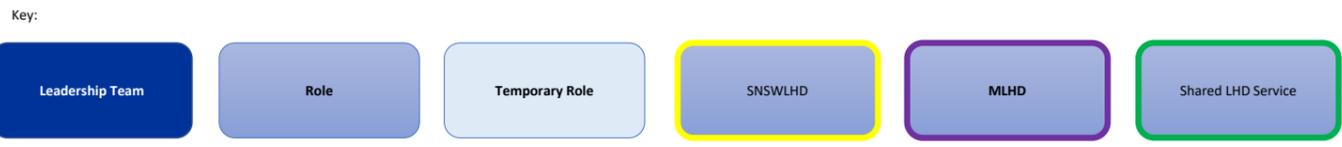
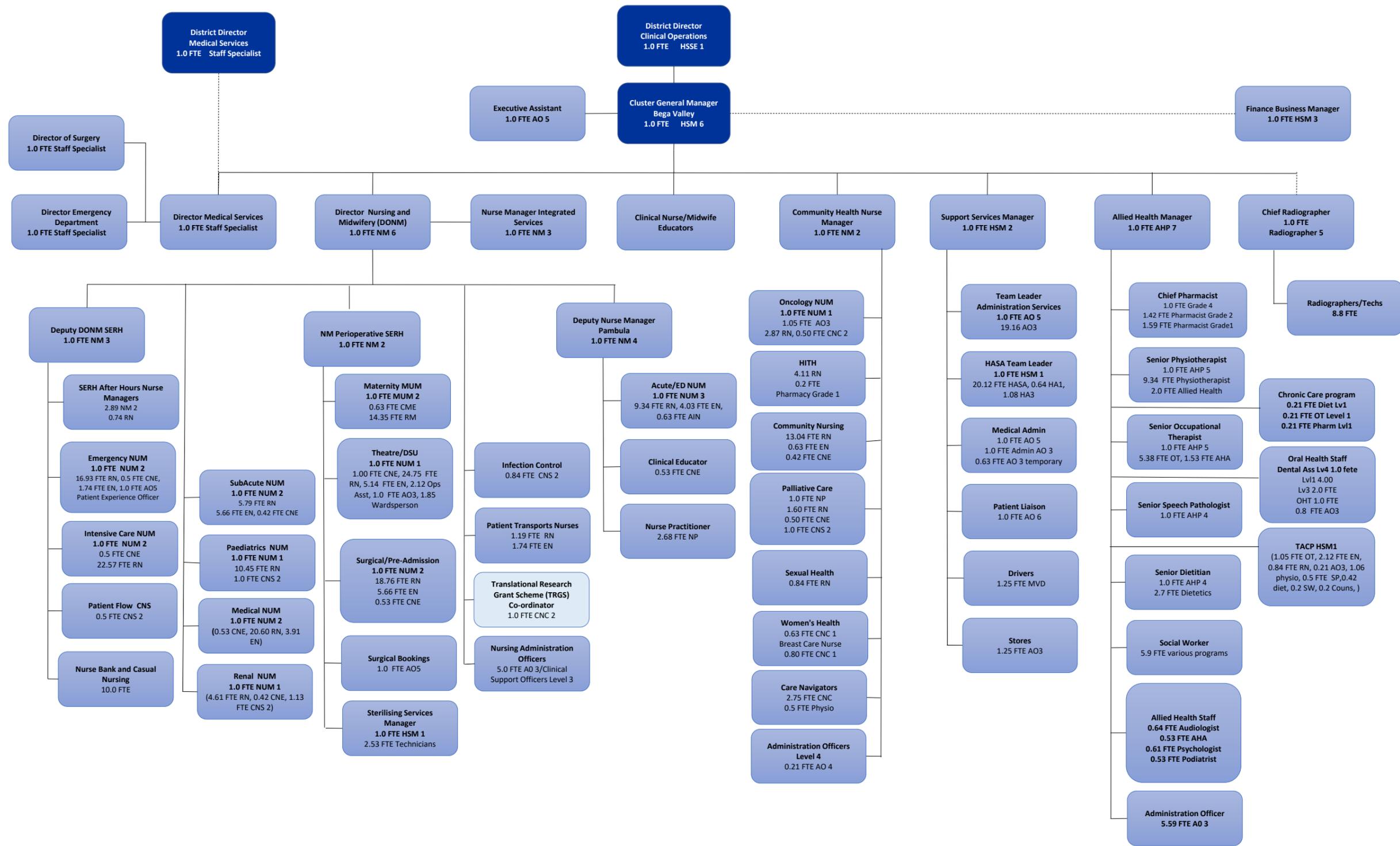
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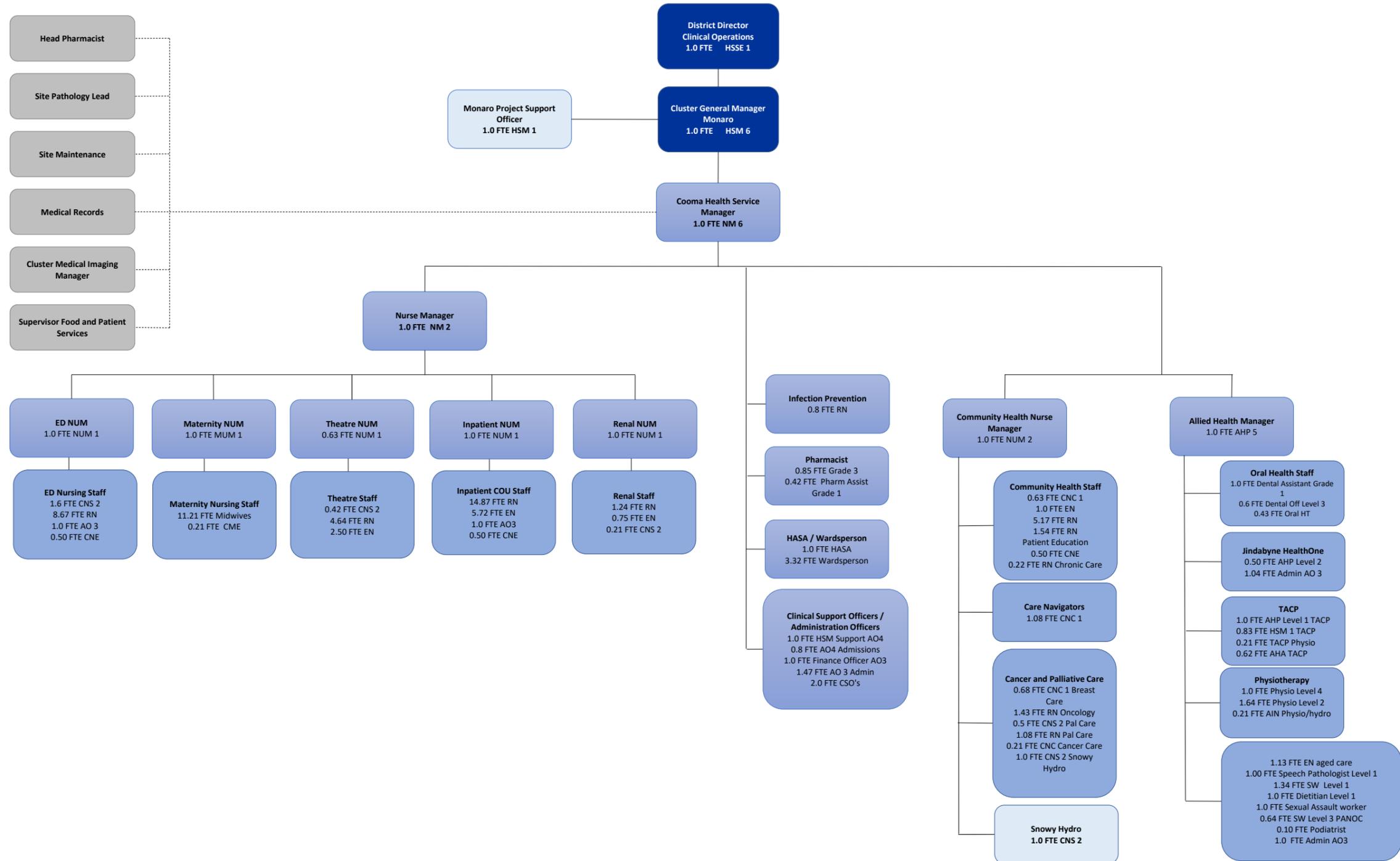
Current Yass Structure 19/06/2020



Current South East Regional Hospital (SERH) and Pambula Structure 19/06/2020



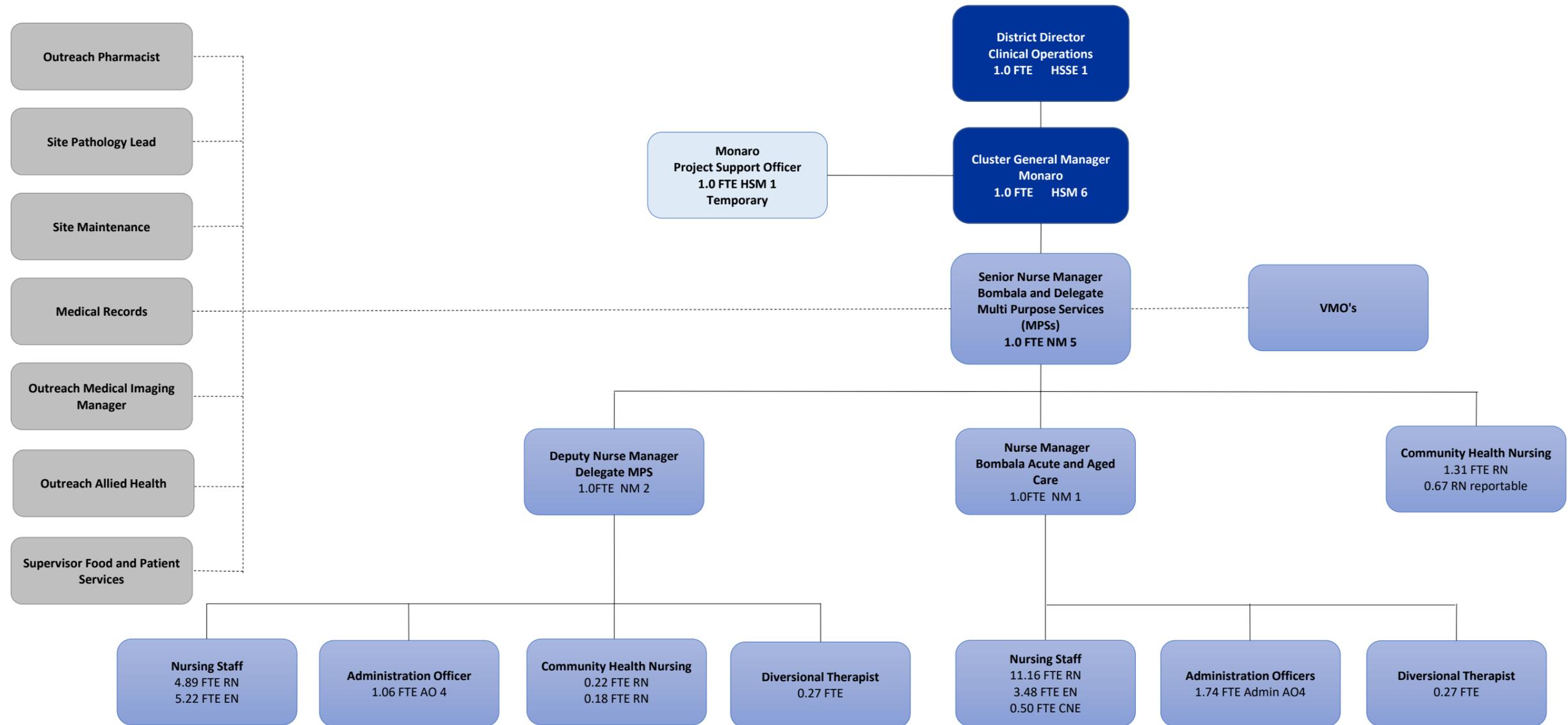
Current Cooma Hospital Structure 19/06/2020



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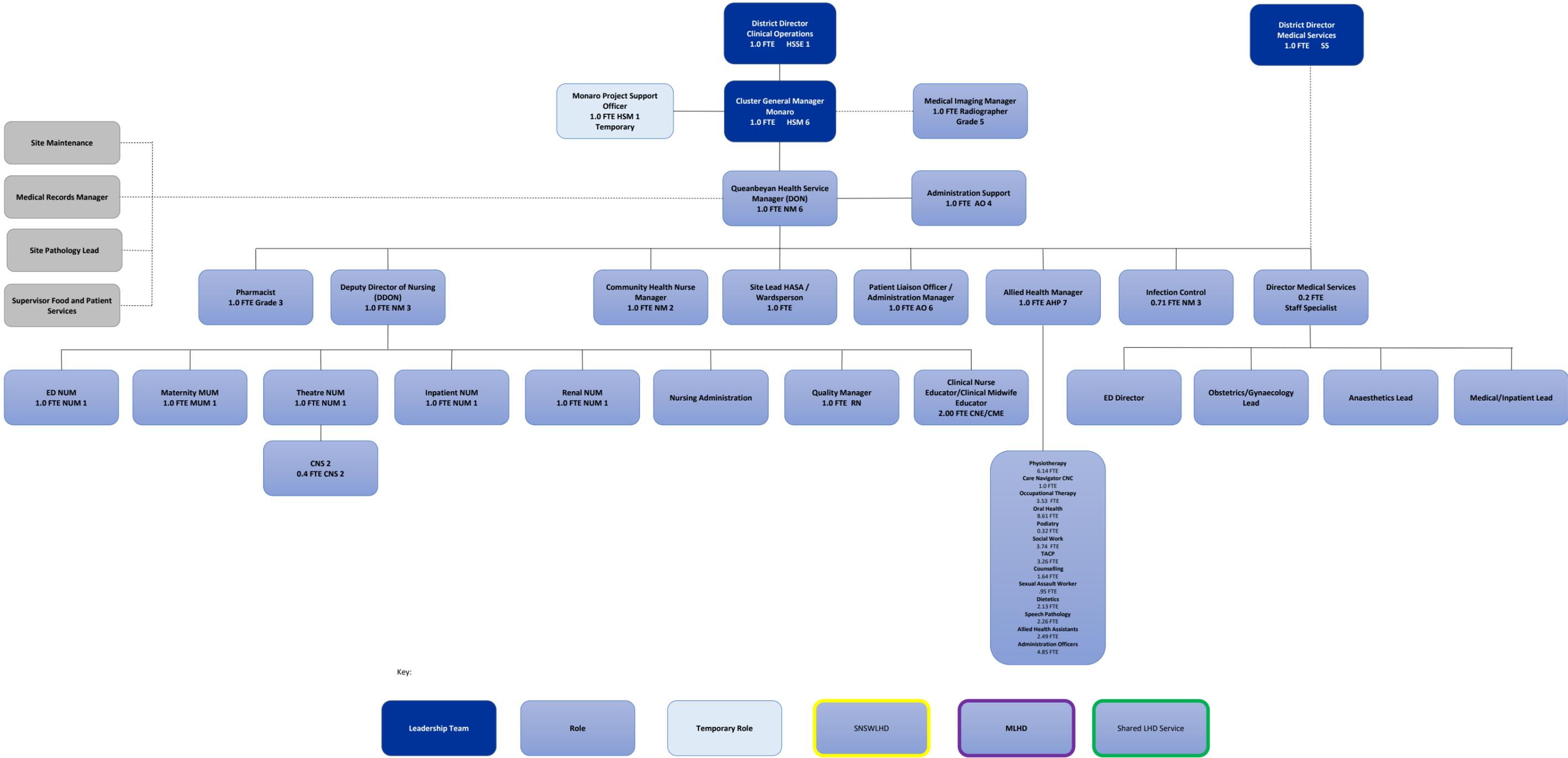
Current Bombala and Delegate Structure 19/06/2020



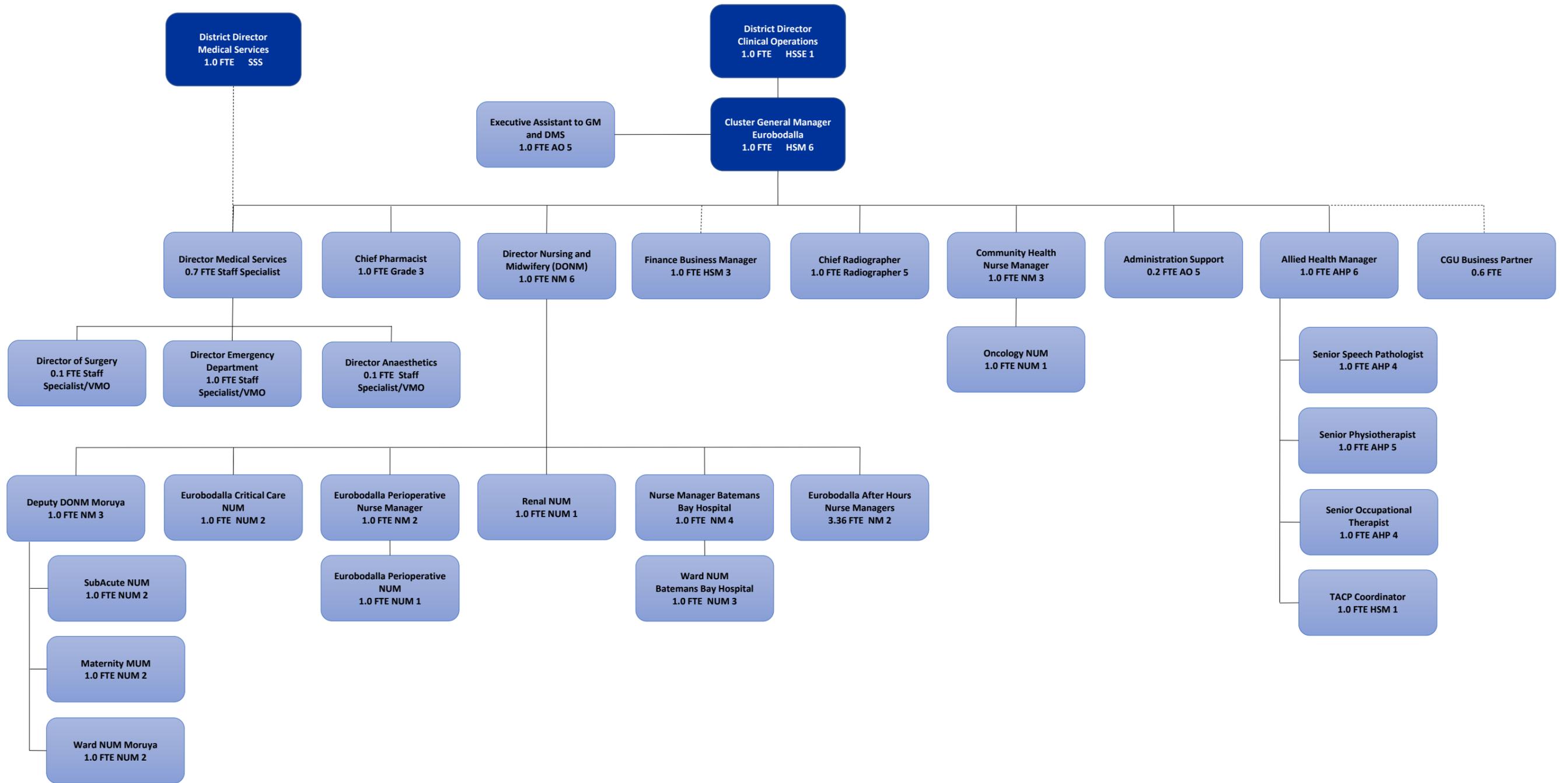
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Current Queanbeyan Structure 19/06/2020



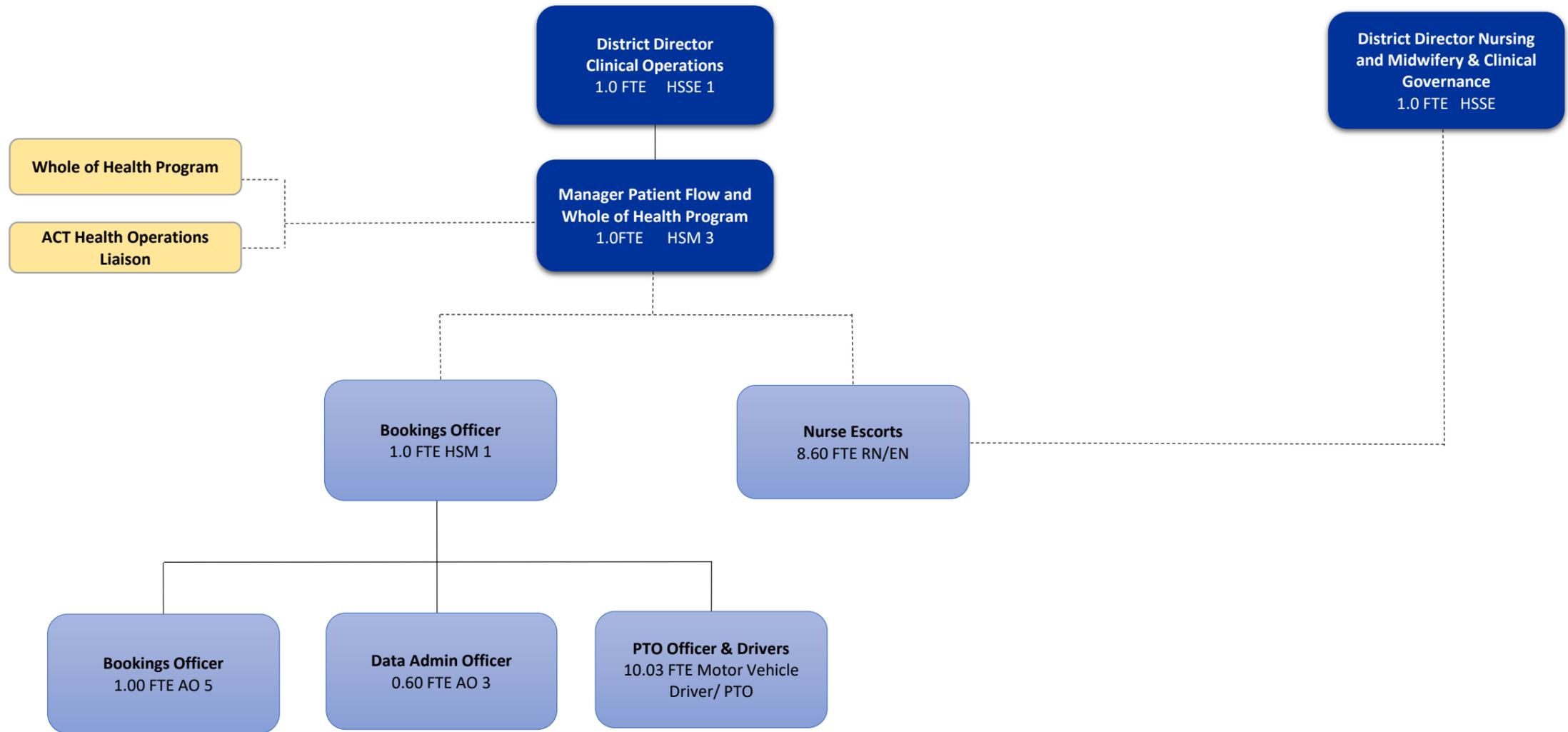
Current Eurobodalla Structure 19/06/2020



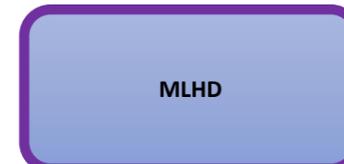
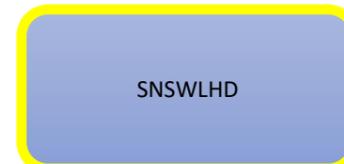
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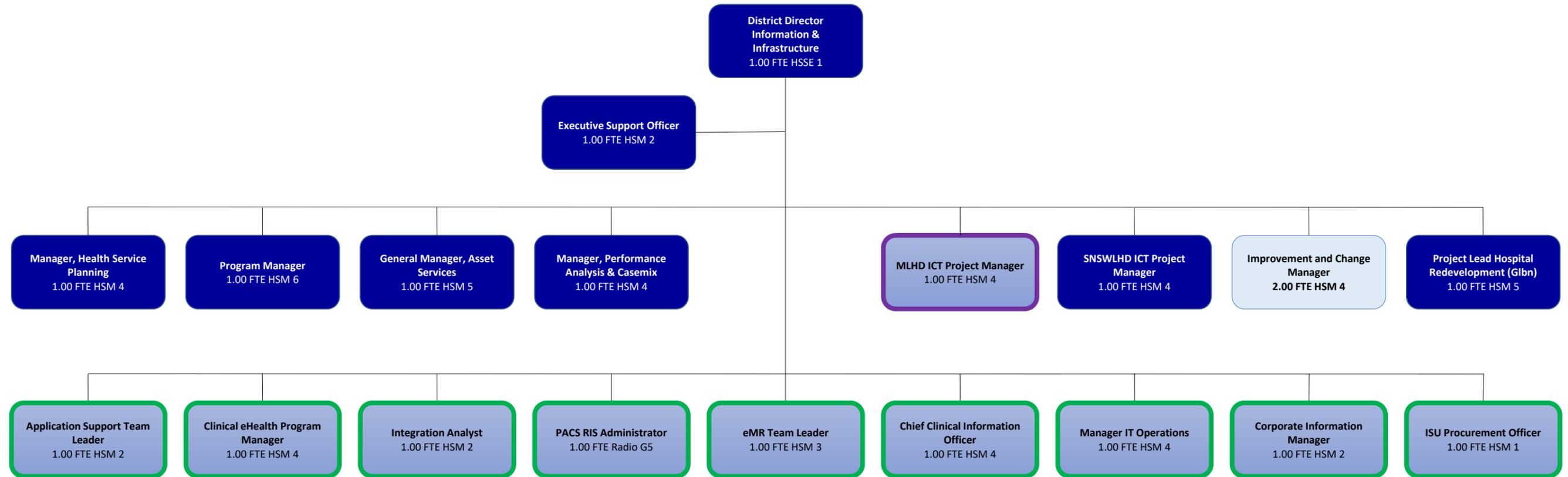
Current Patient Flow and Whole of Health Structure 19/06/2020



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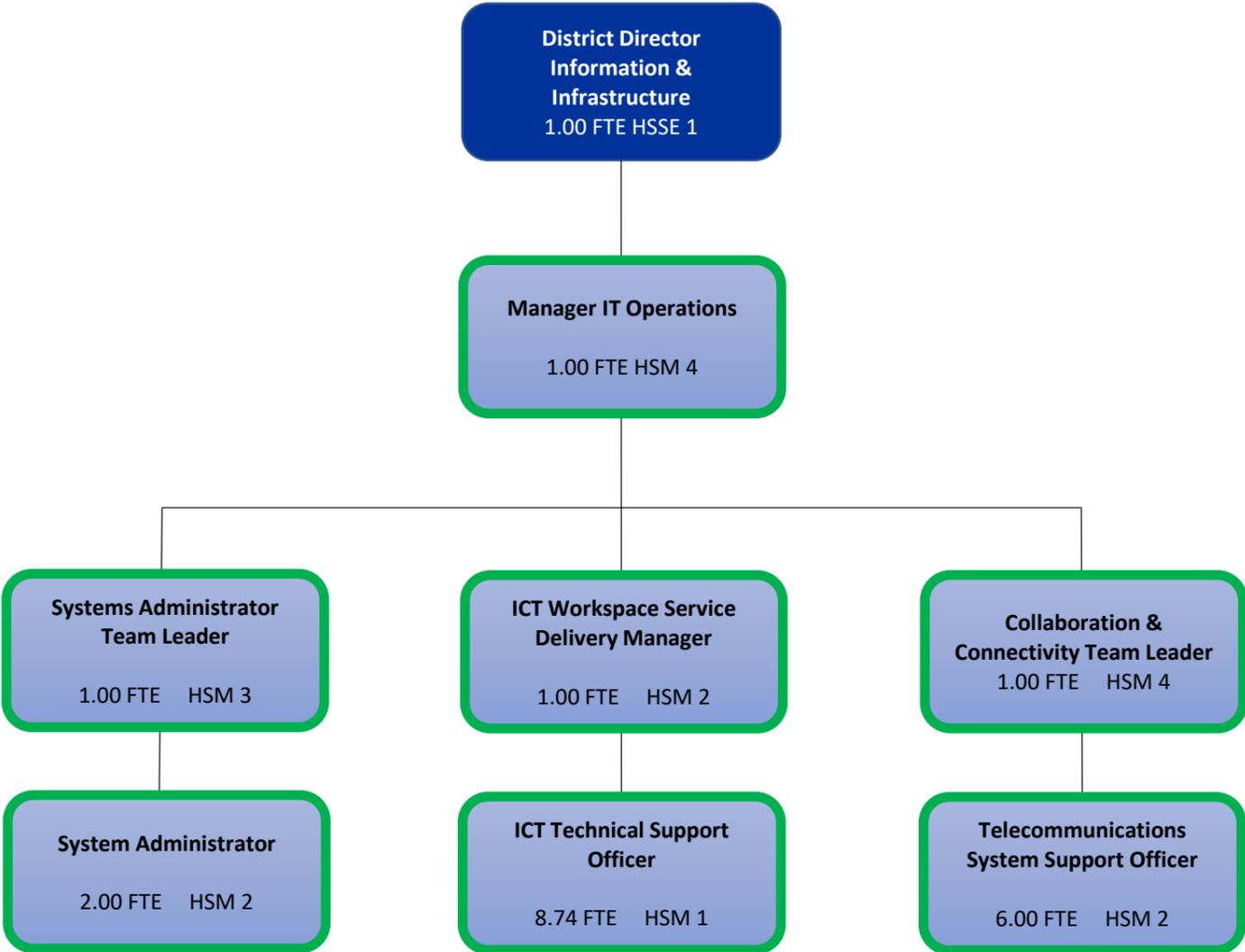
Current Information and Infrastructure Structure 19/06/2020



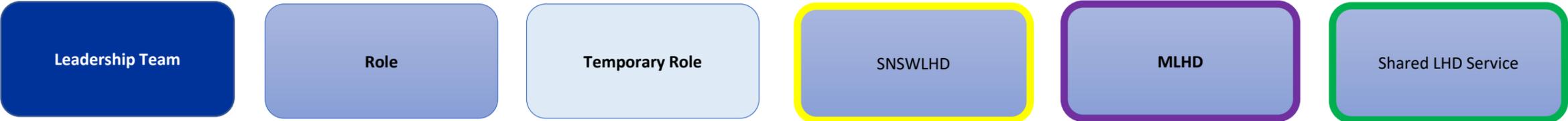
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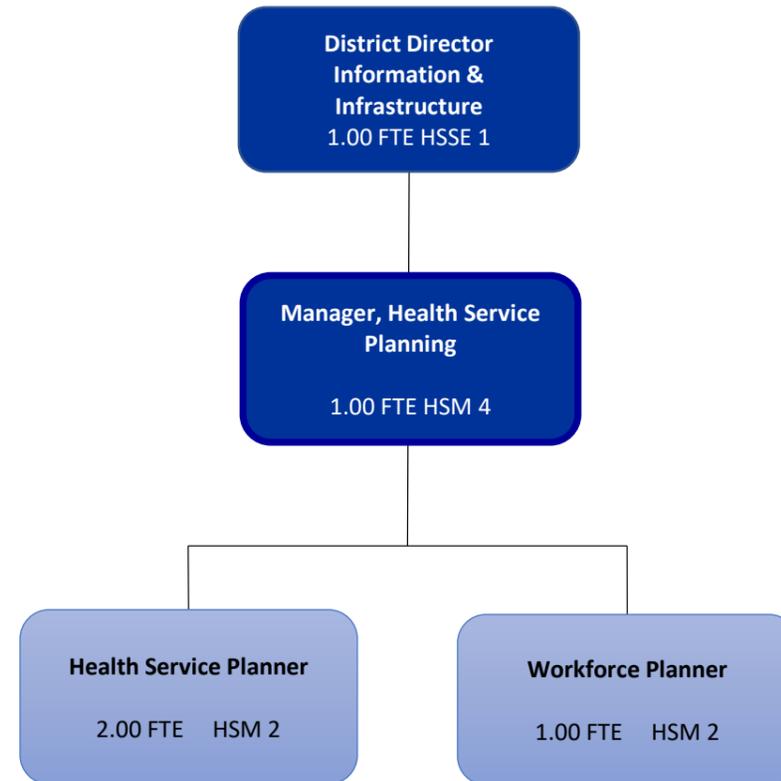
Current Information Communication Technology Operations Structure 19/06/2020



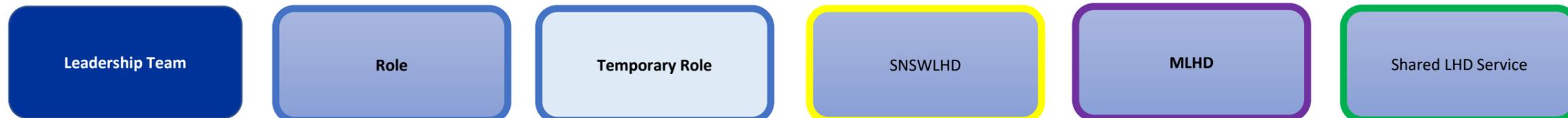
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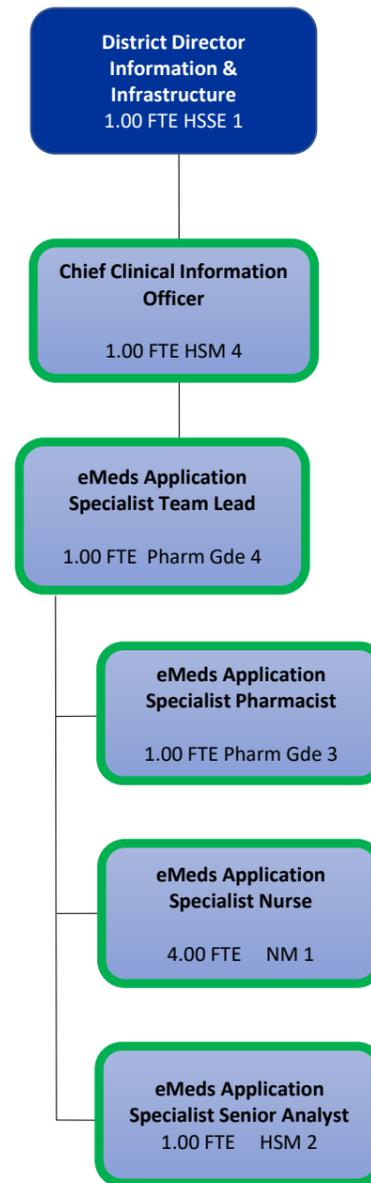
Current Health Service Planning Structure 19/06/2020



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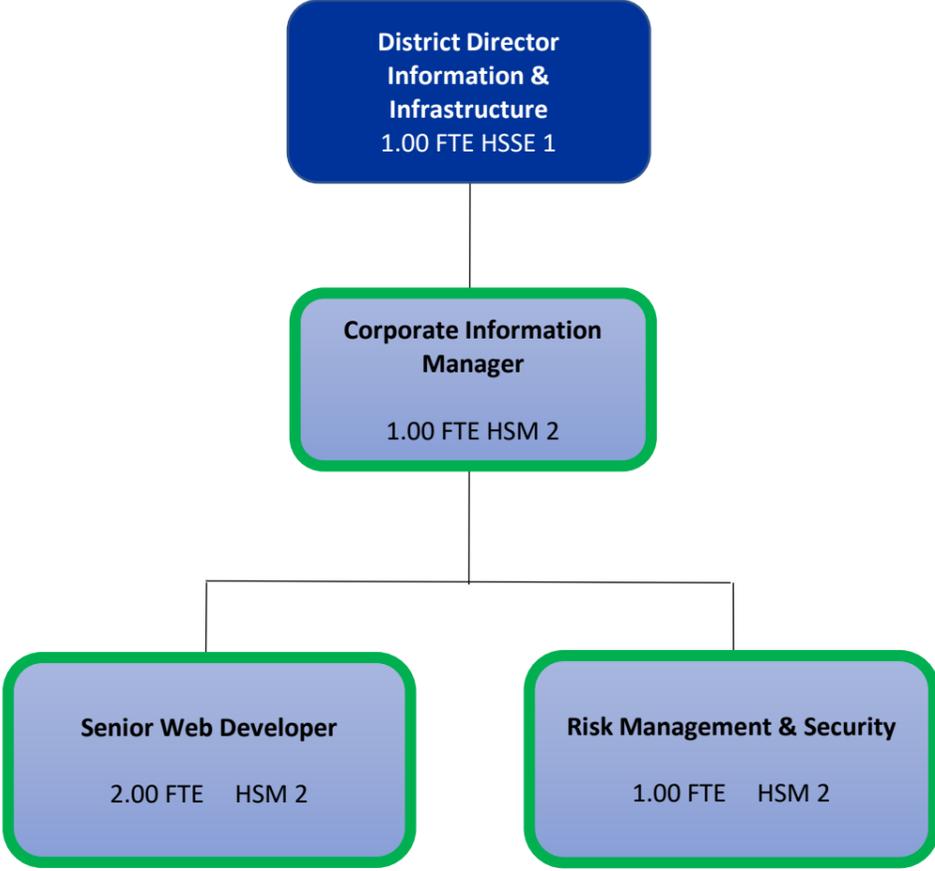
Current Chief Clinical Information Officer Structure 19/06/2020



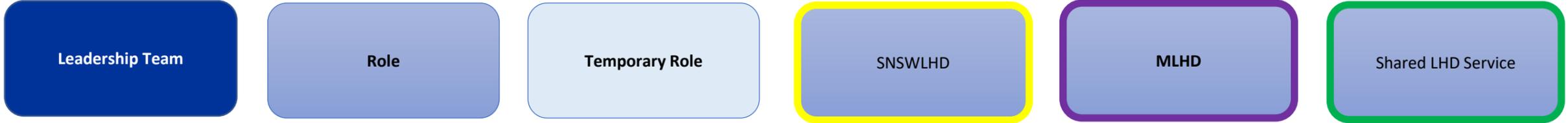
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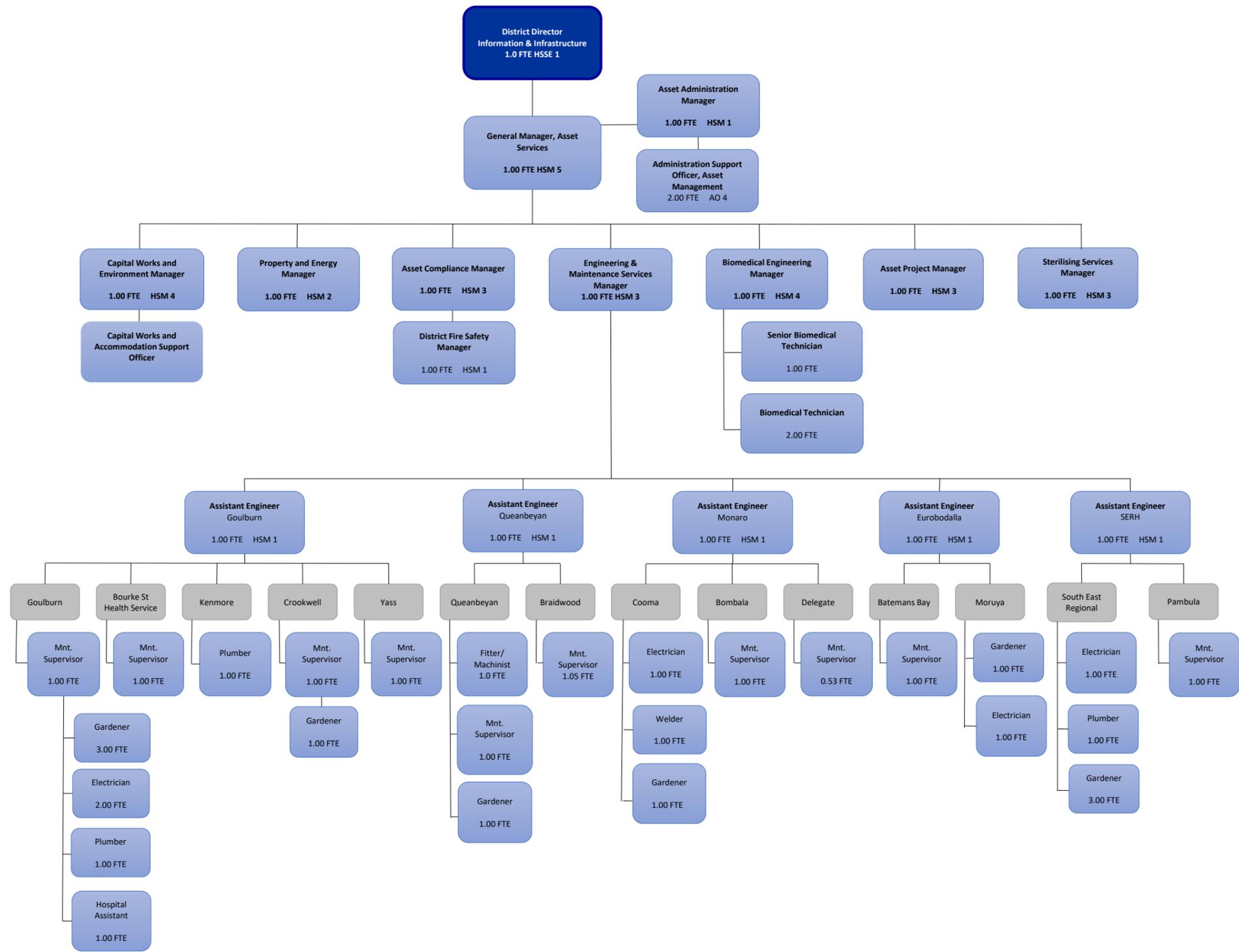
Current Corporate Information Manager Structure 19/06/2020



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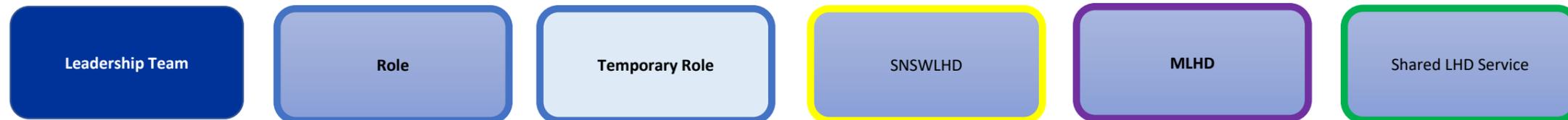
Current Asset Management Structure 19/06/2020



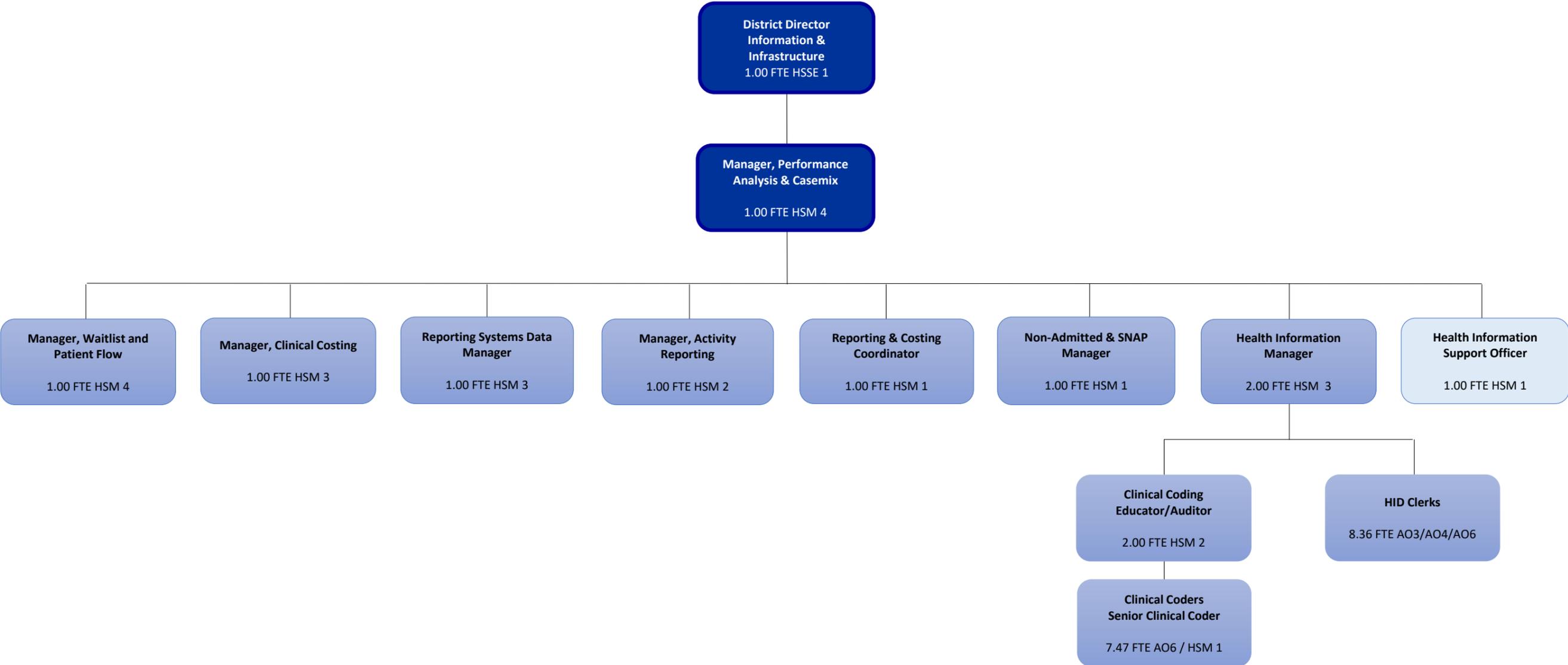
Current Program Management Structure 19/06/2020



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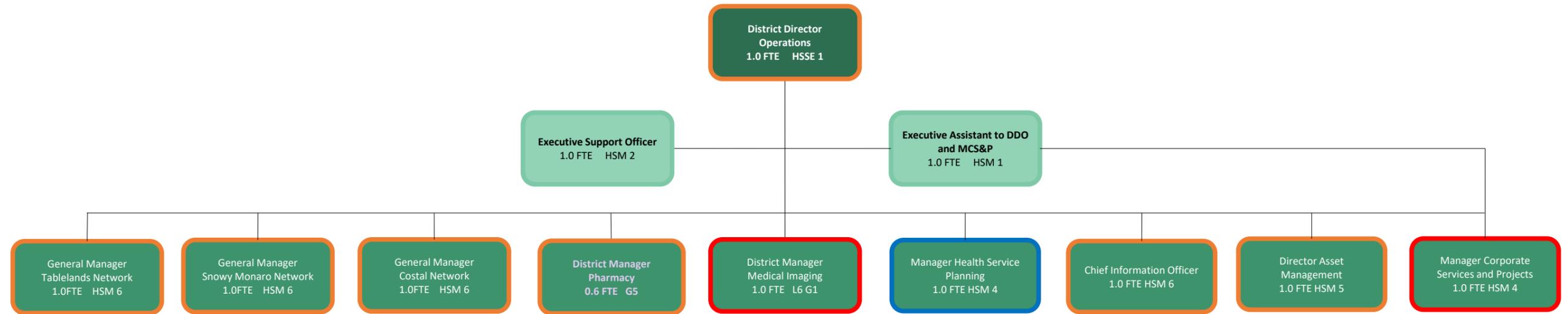
Current Analytics Structure 19/06/2020



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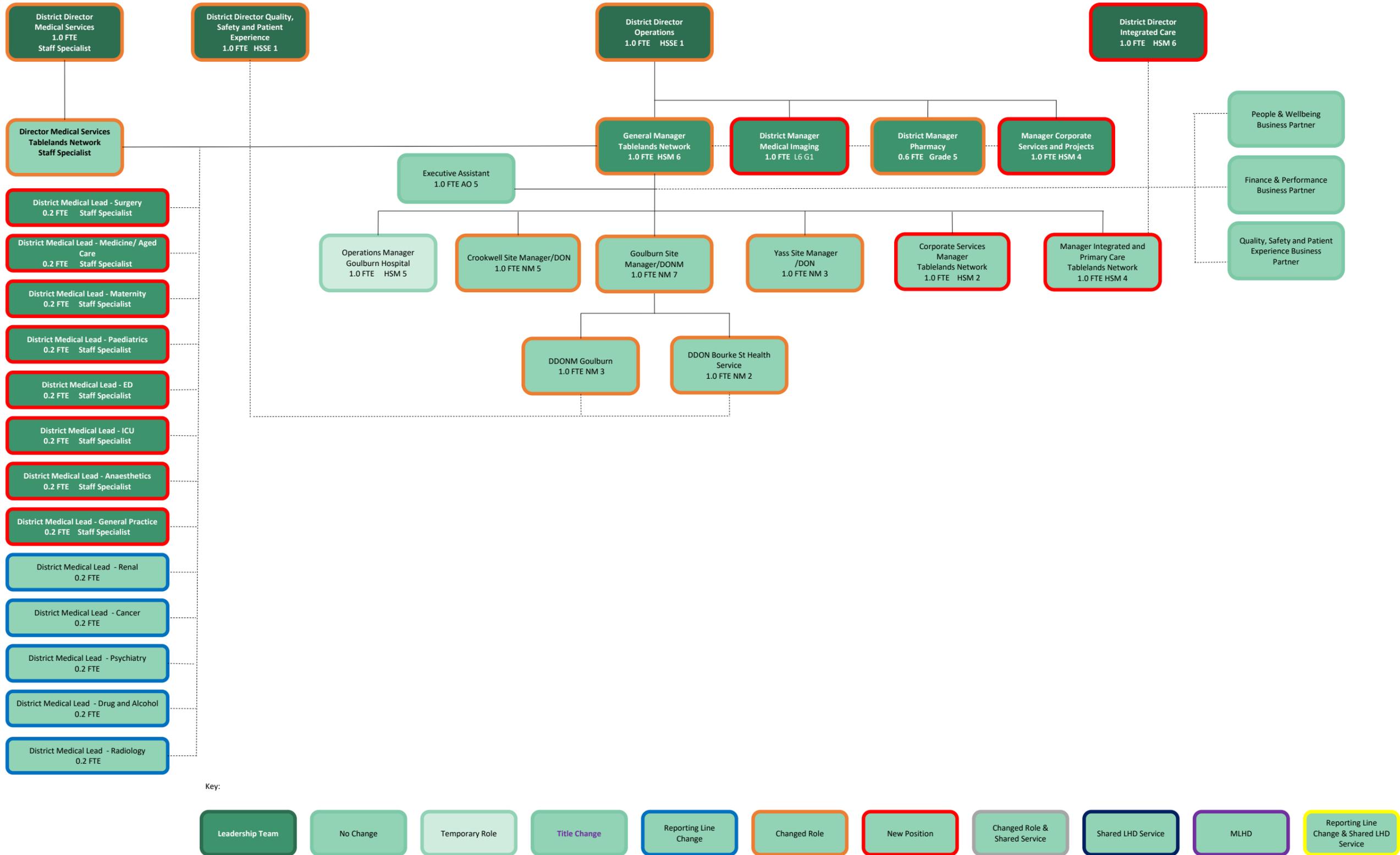
Proposed Operations Leadership Structure 28/08/2020



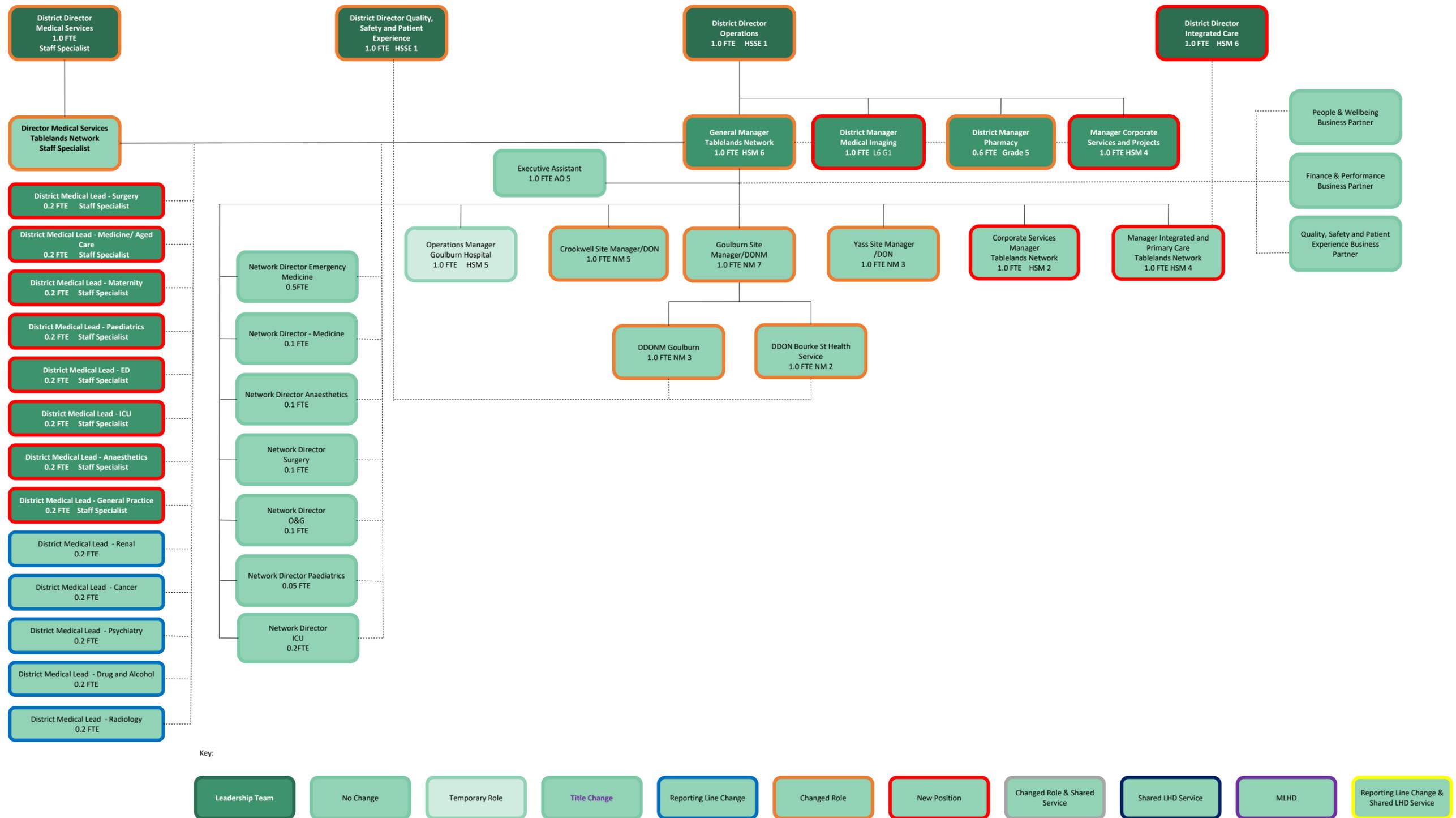
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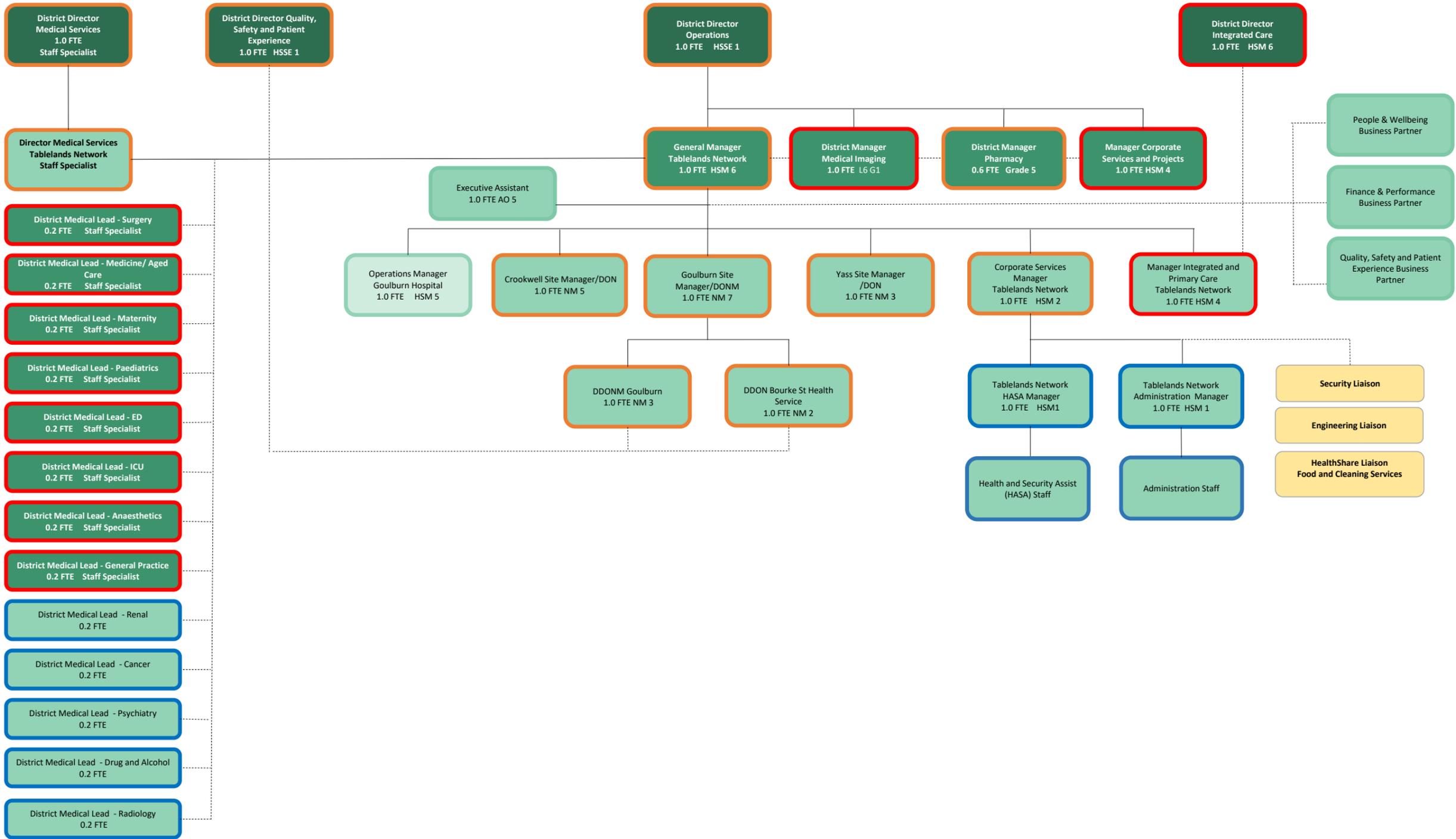
Proposed Tablelands Network Structure 28/08/2020



Proposed Tablelands Network Director Medical Services Structure 28/08/2020



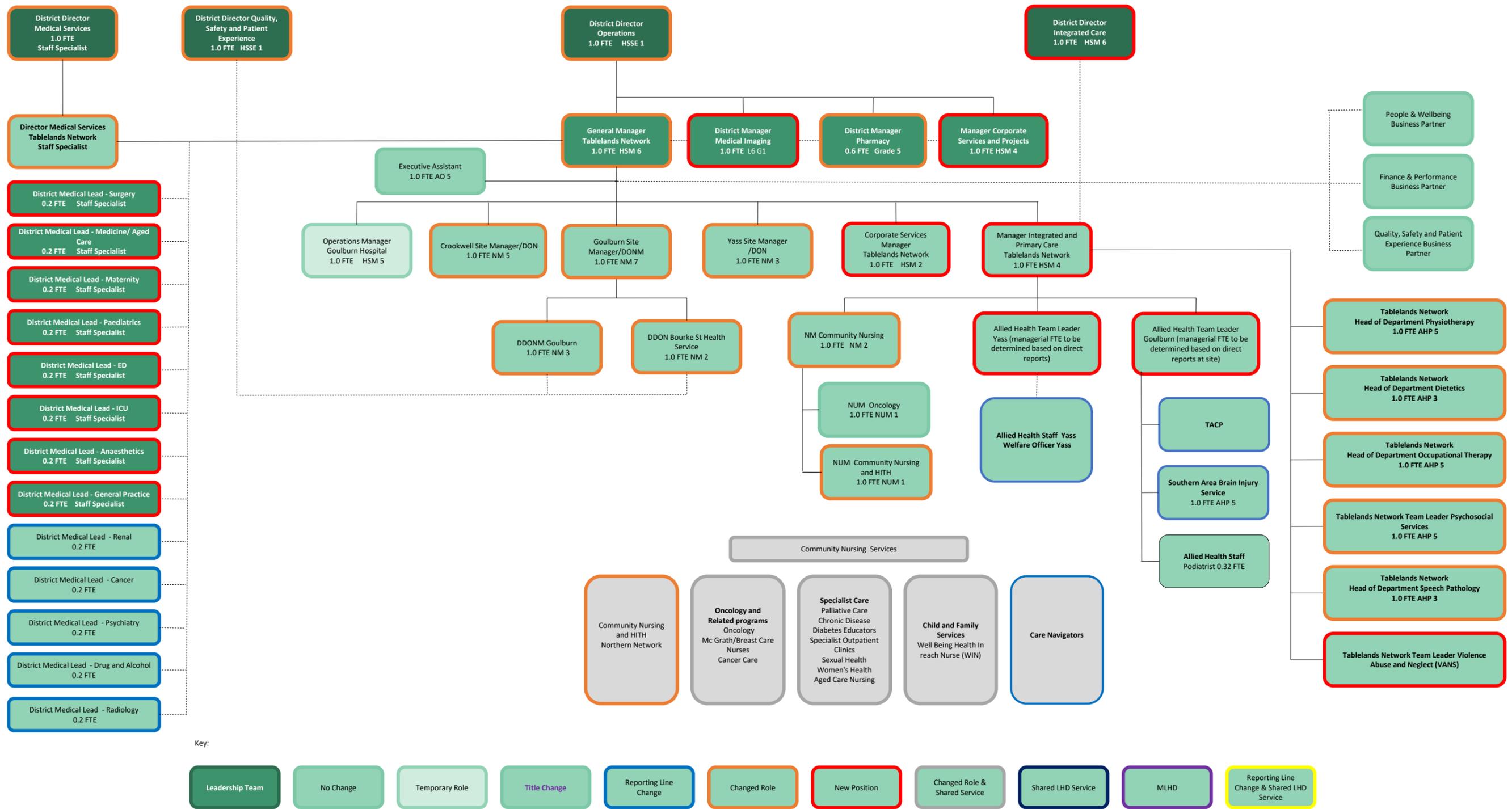
Proposed Tablelands Network Corporate Structure 28/08/2020



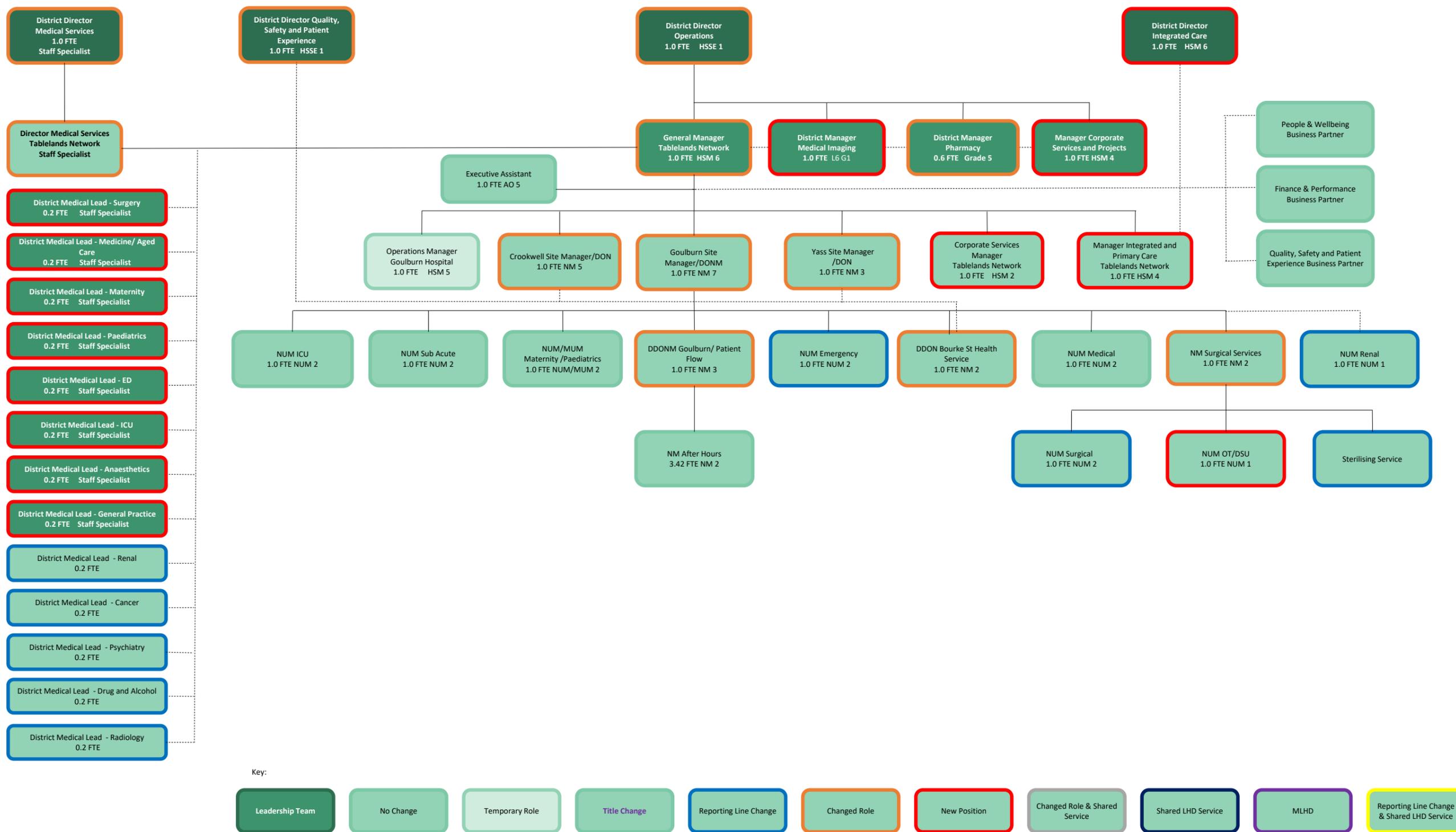
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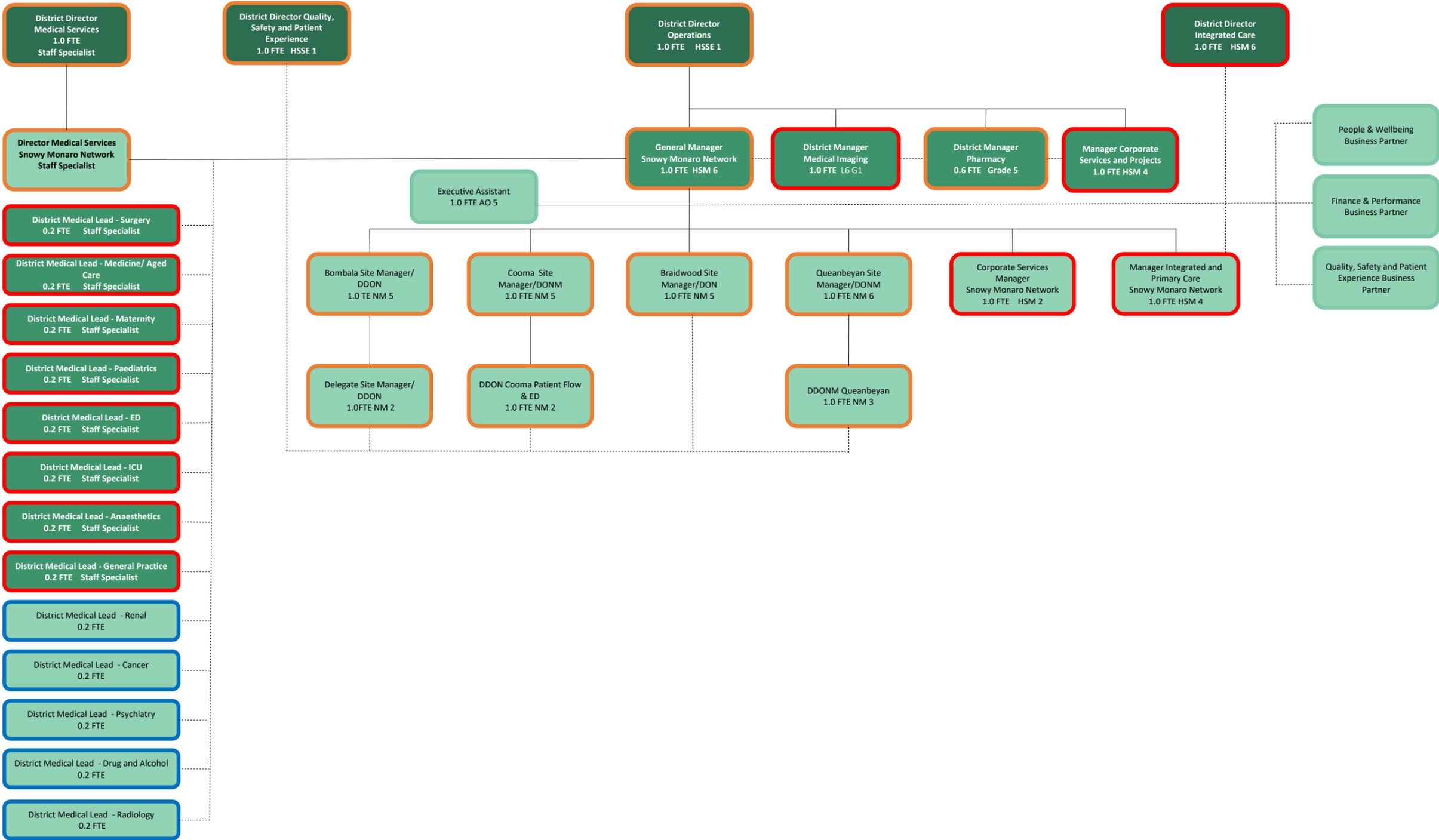
Proposed Tablelands Network Integrated and Primary Care Structure 28/08/2020



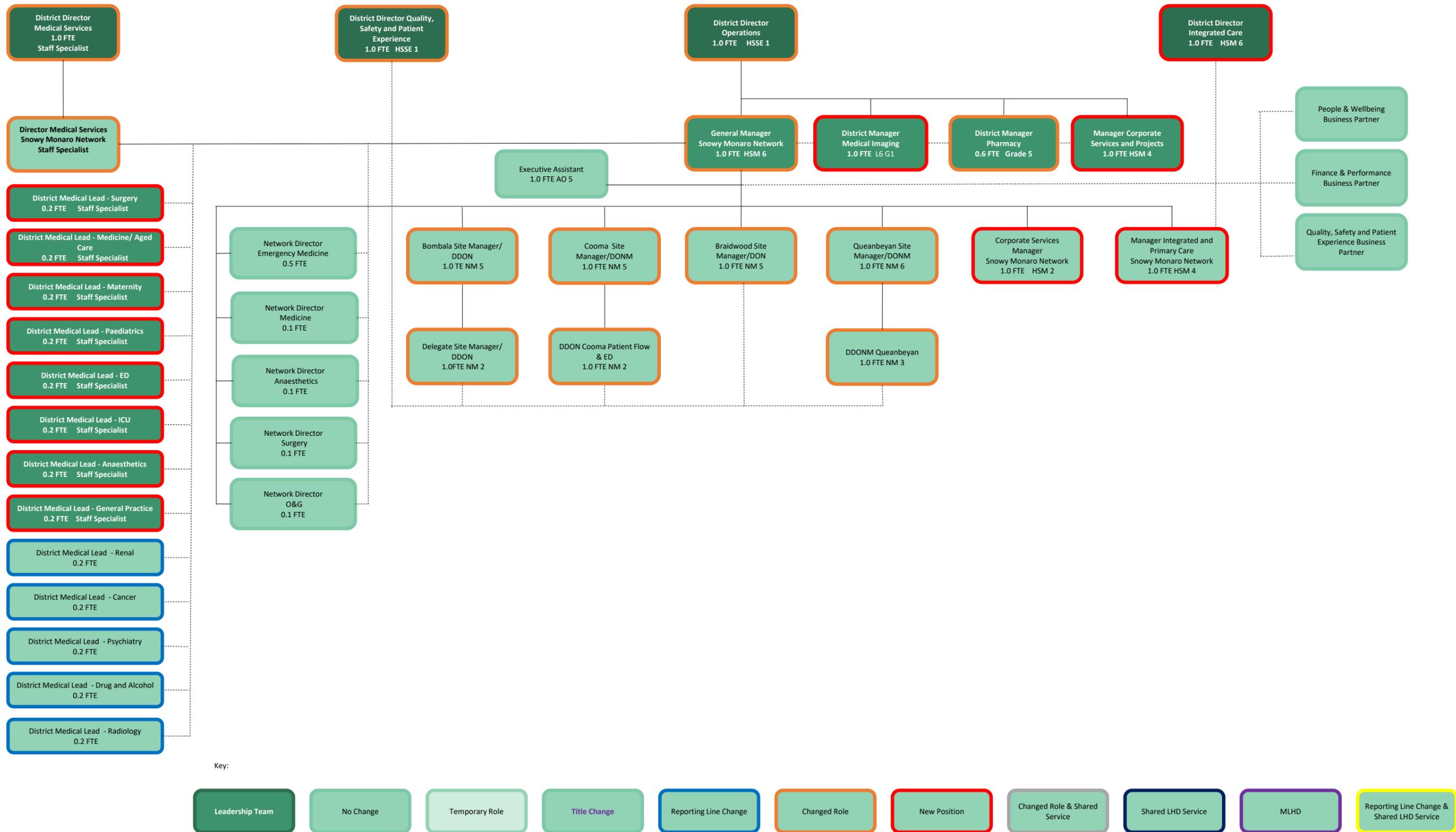
Proposed Tablelands Network Nursing Structure 28/08/2020



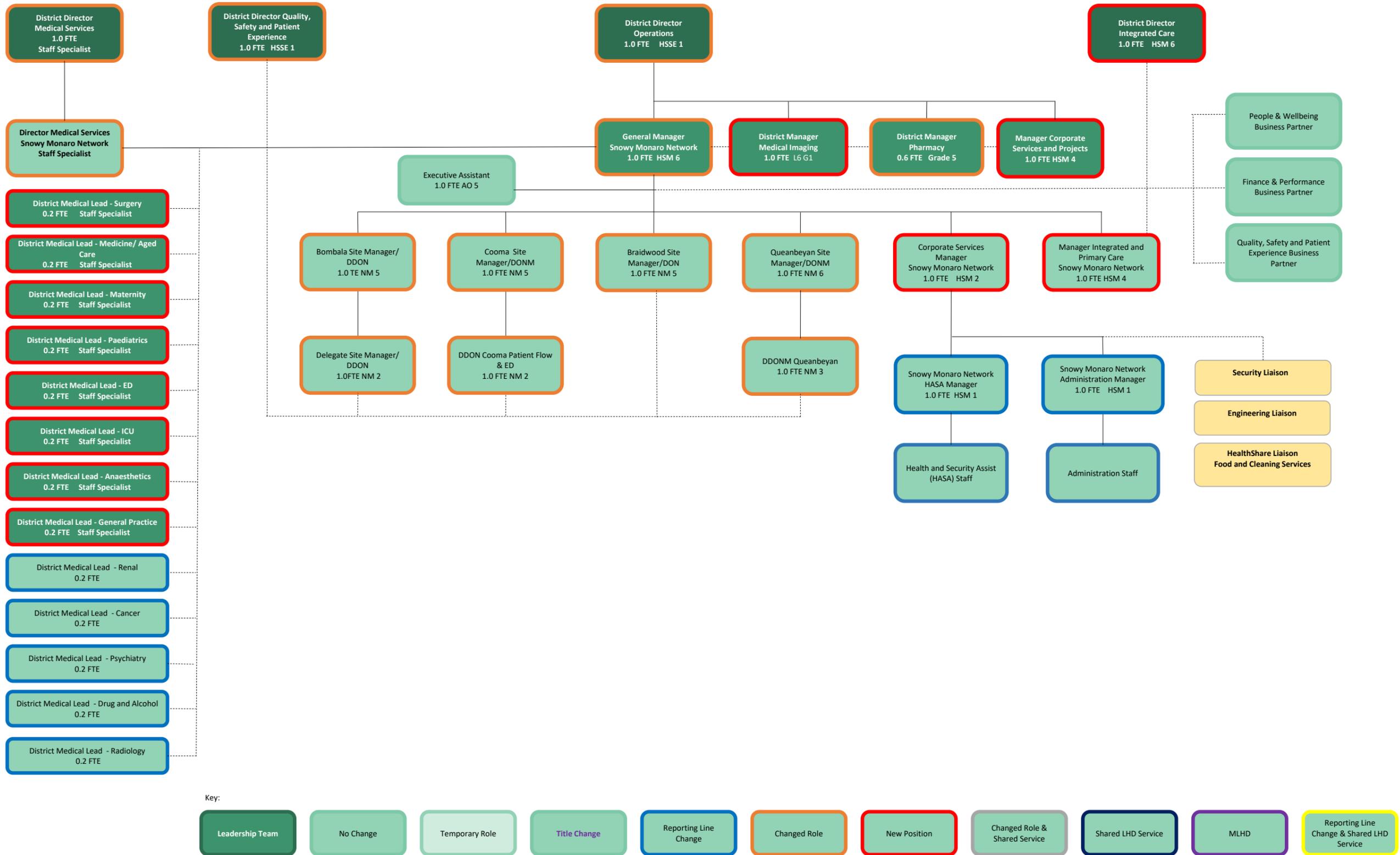
Proposed Snowy Monaro Network Structure 28/08/2020



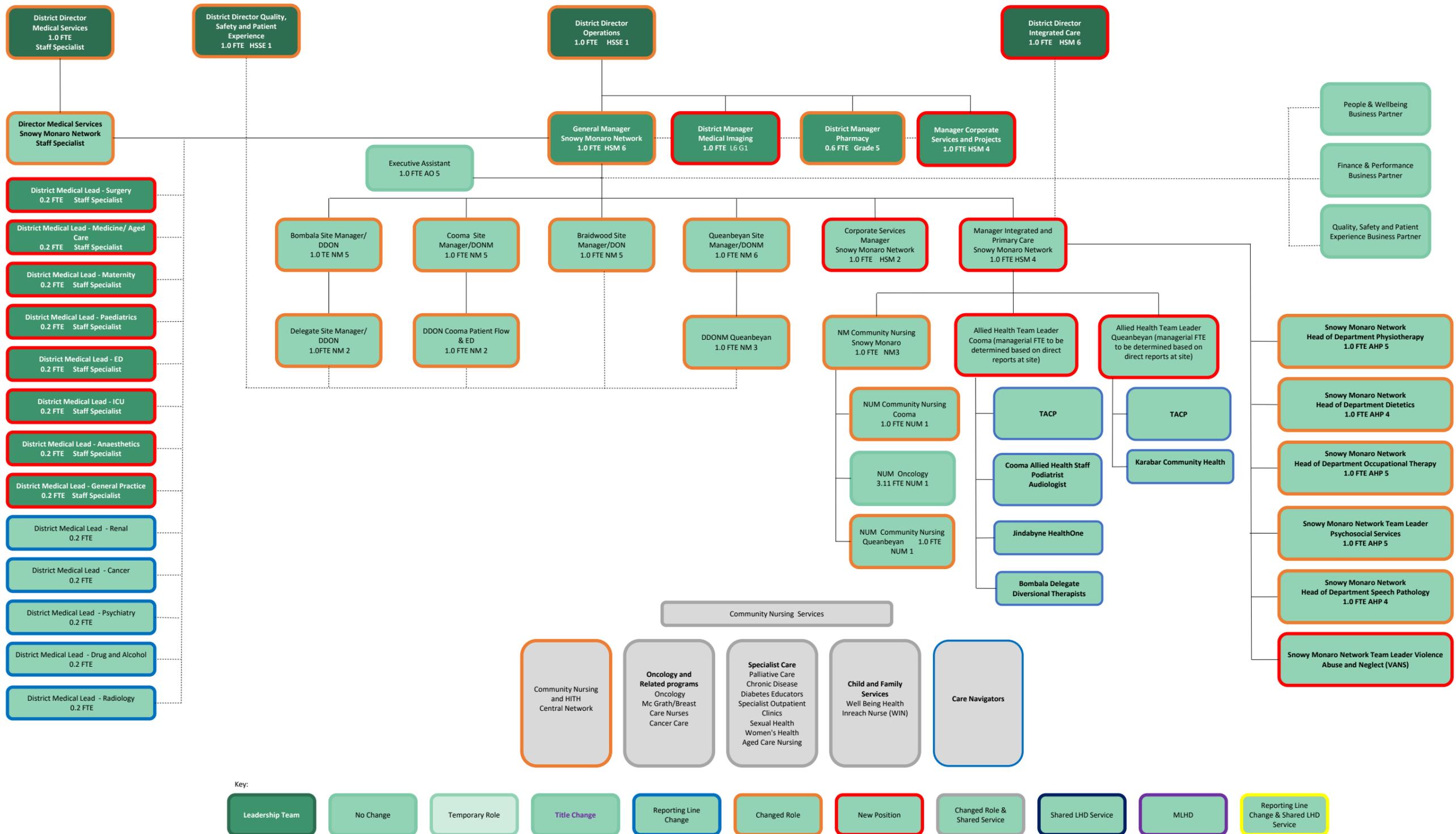
Proposed Snowy Monaro Network Director Medical Services Structure 28/08/2020



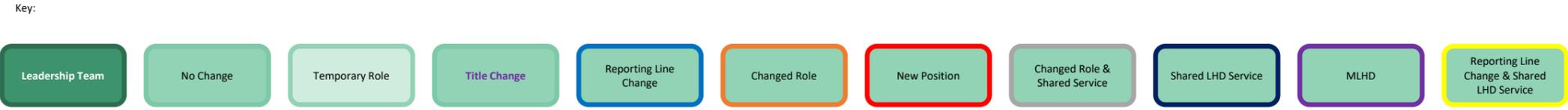
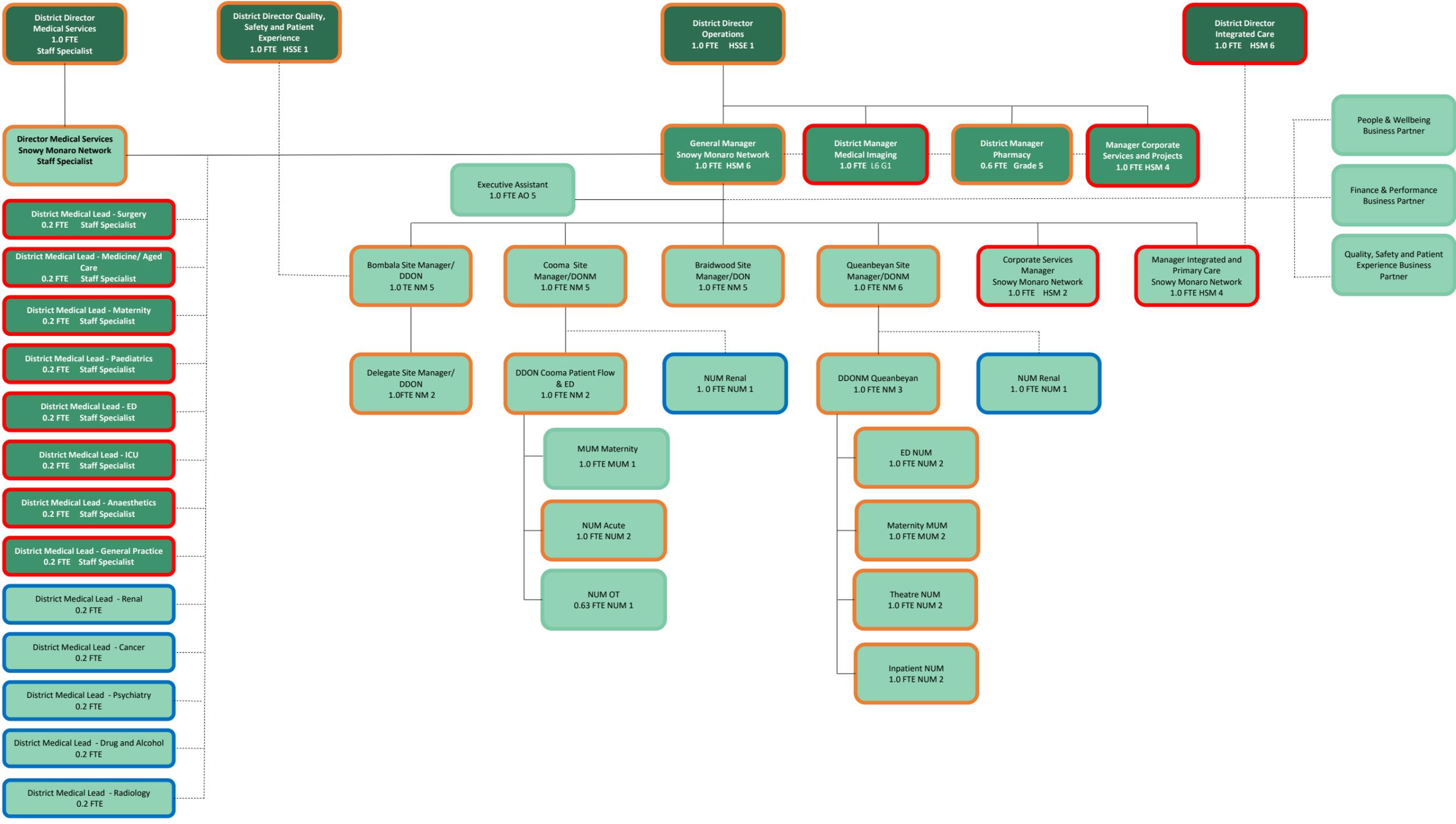
Proposed Snowy Monaro Network Corporate Structure 28/08/2020



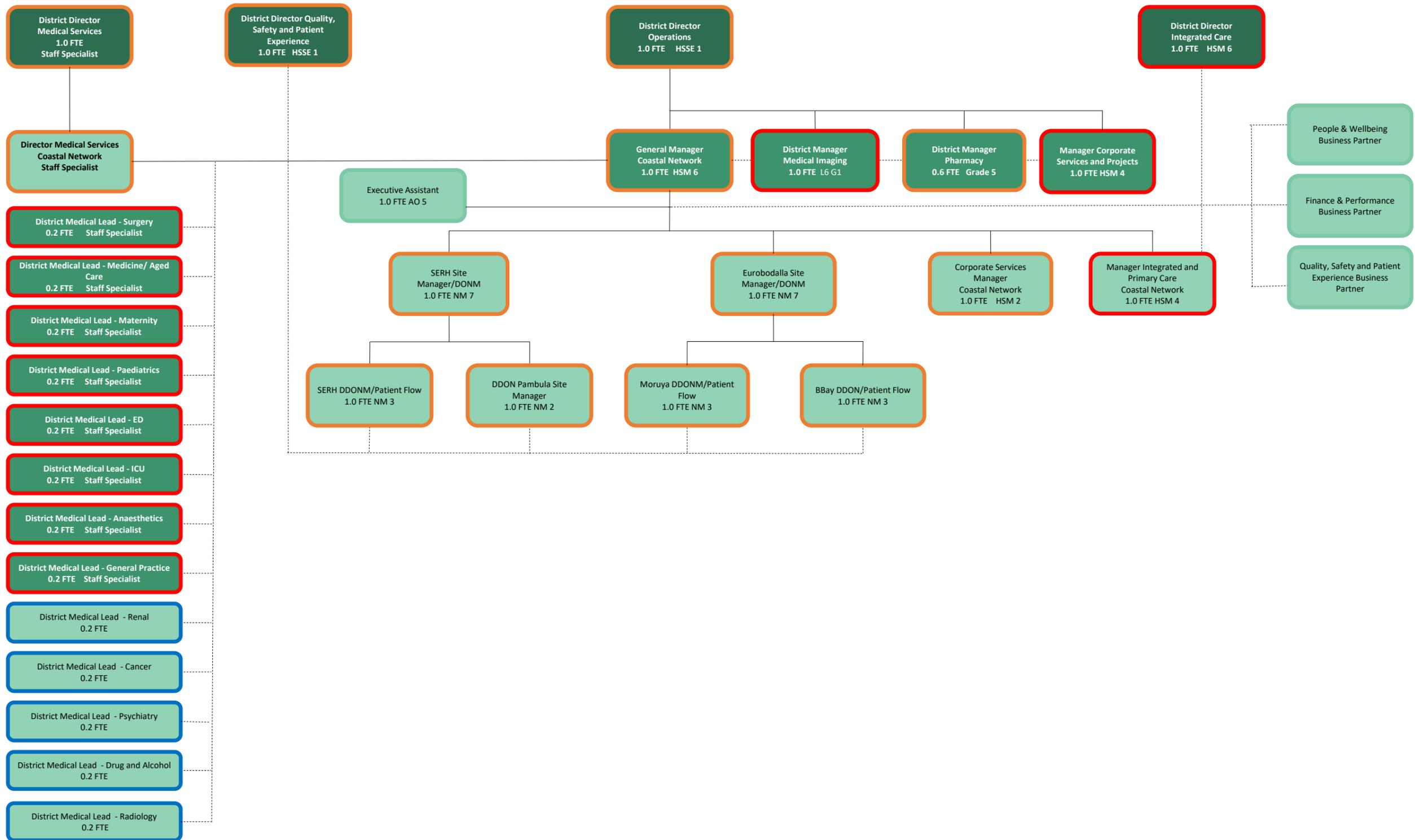
Proposed Snowy Monaro Network Integrated and Primary Care Structure 28/08/2020



Proposed Snowy Monaro Network Nursing Structure 28/08/2020



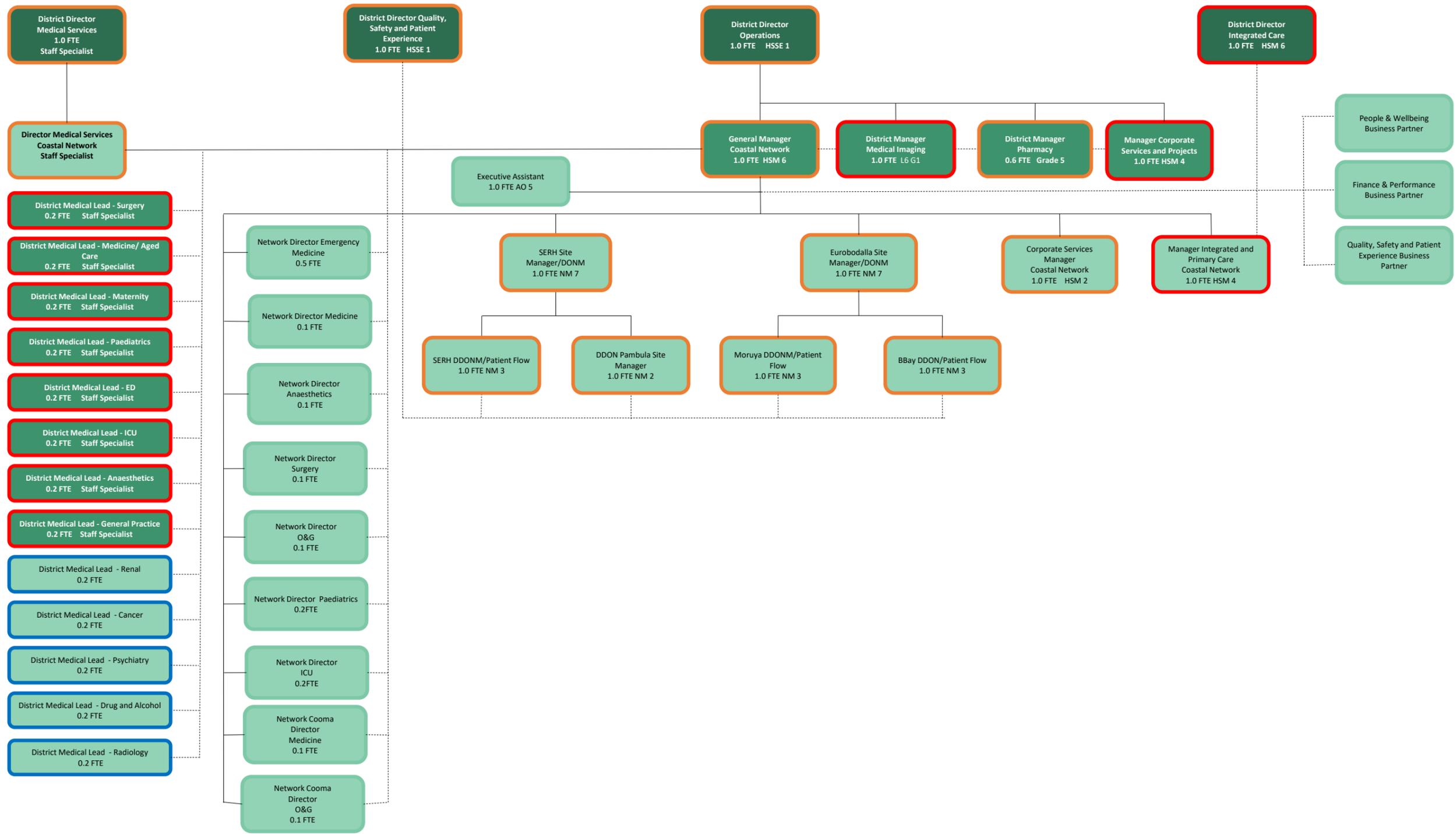
Proposed Coastal Network Structure 28/08/2020



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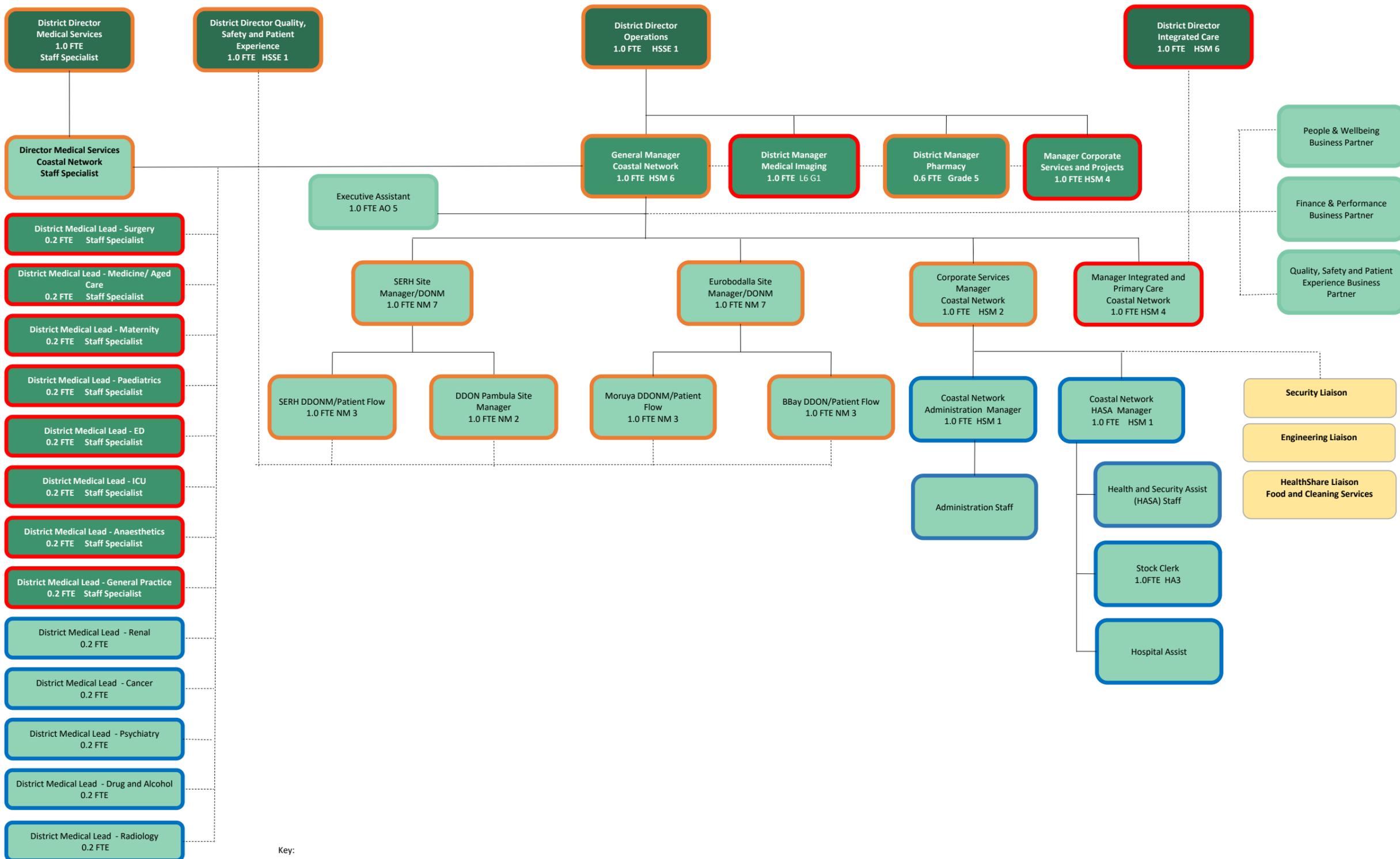
Proposed Coastal Network Director Medical Services Structure 28/08/2020



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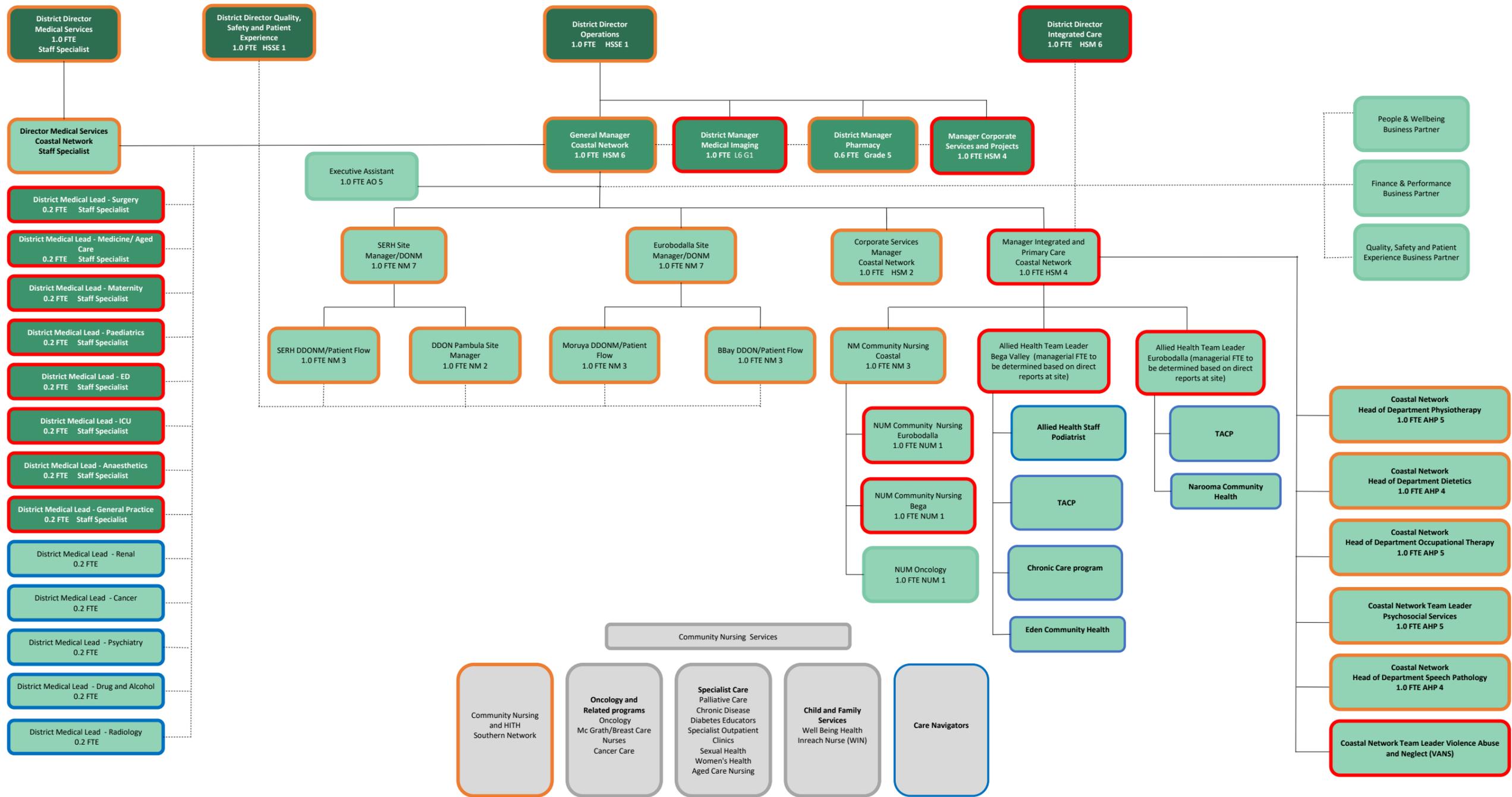
Proposed Coastal Network Corporate Services Structure 28/08/2020



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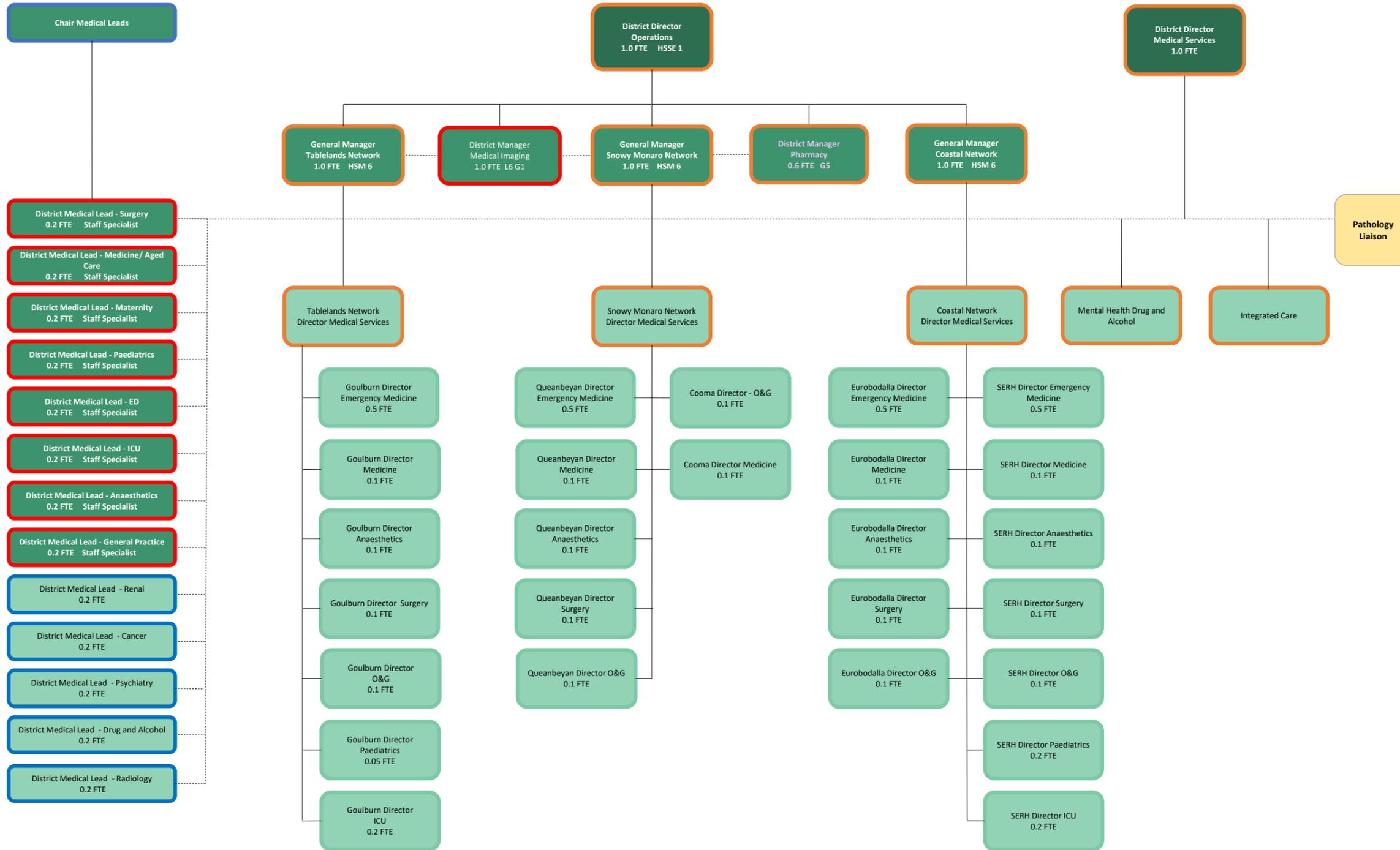
Proposed Coastal Network Integrated and Primary Care Structure 28/08/2020



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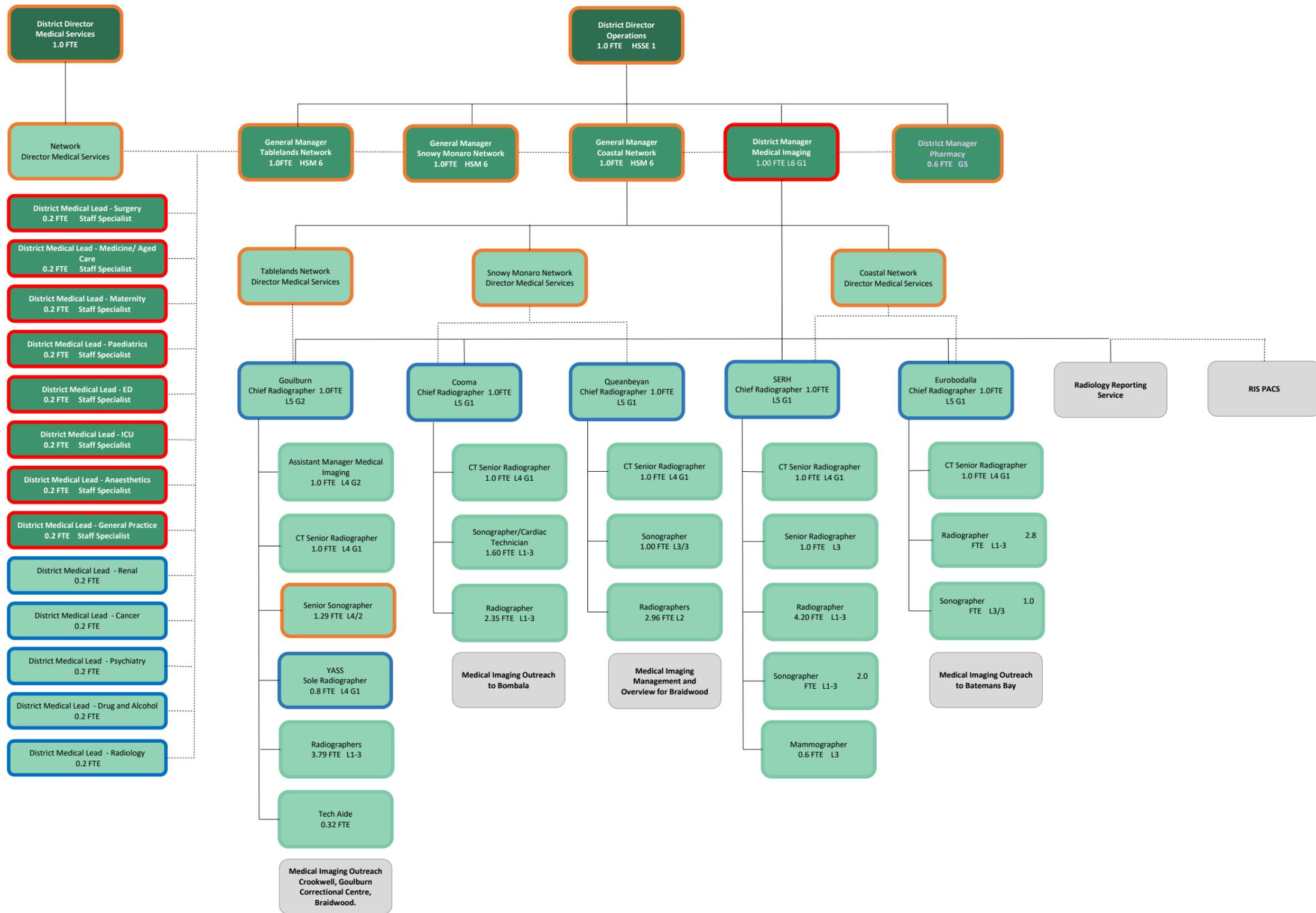
Proposed Medical Leadership and Administration Structure 28/08/2020*



*Structure to be reviewed once District Medical Leads appointed



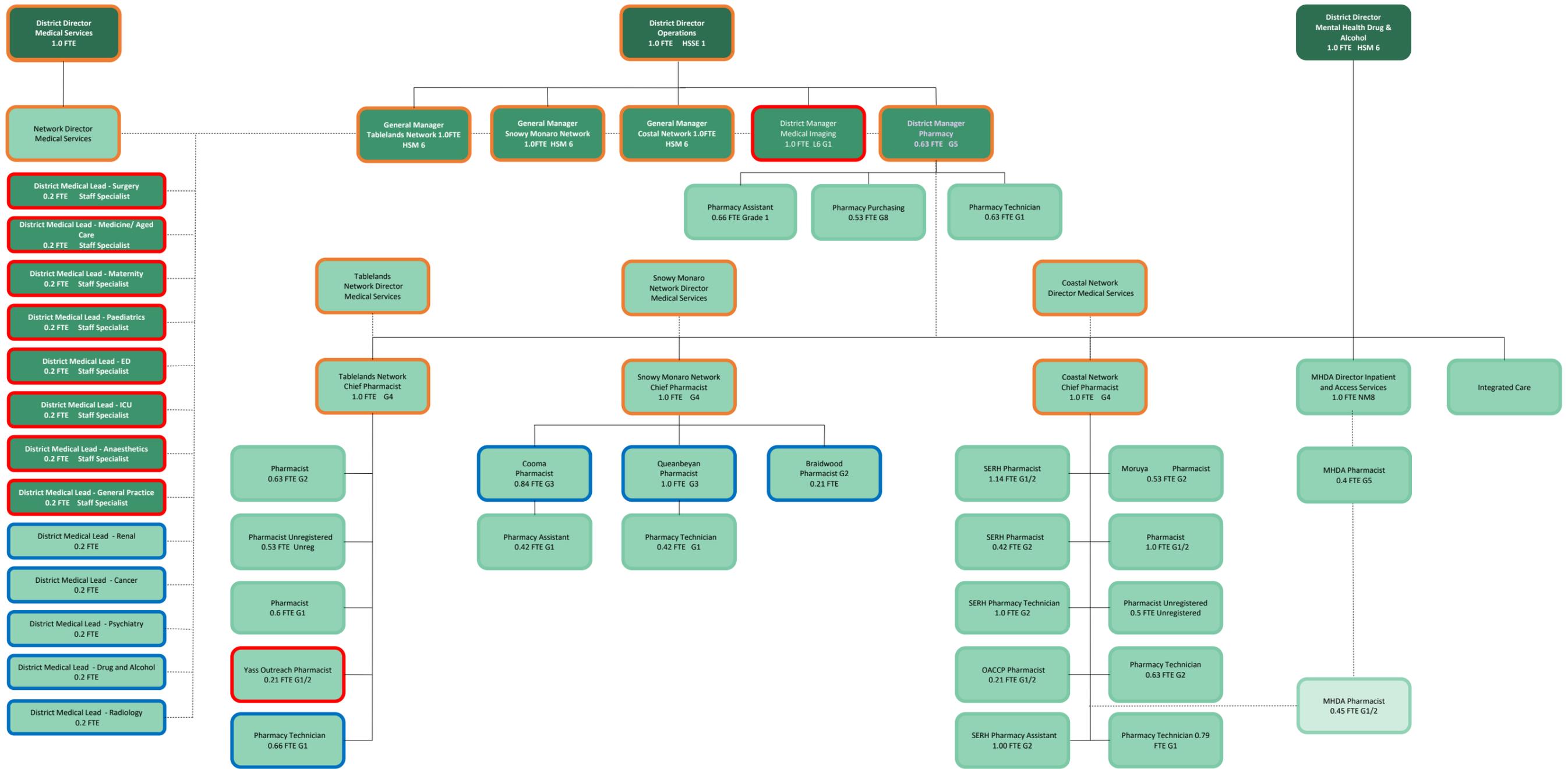
Proposed Medical Imaging Structure 28/08/2020



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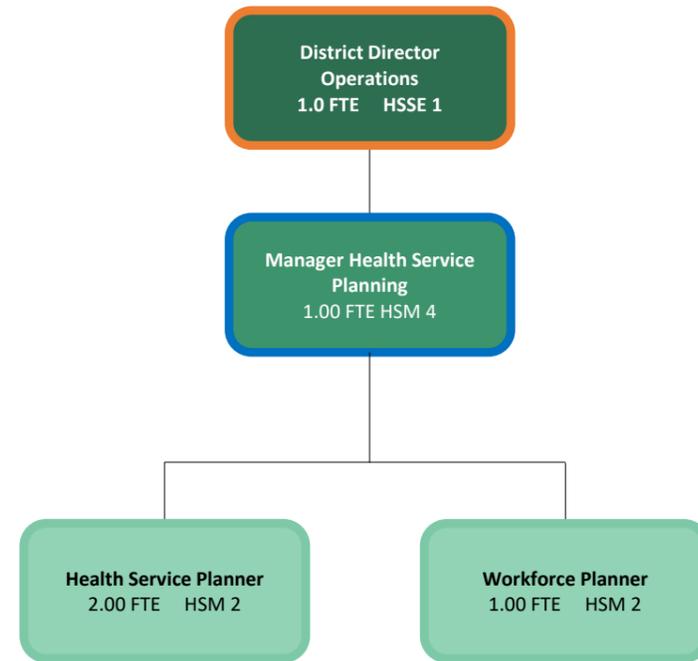
Proposed Pharmacy Structure 28/08/2020



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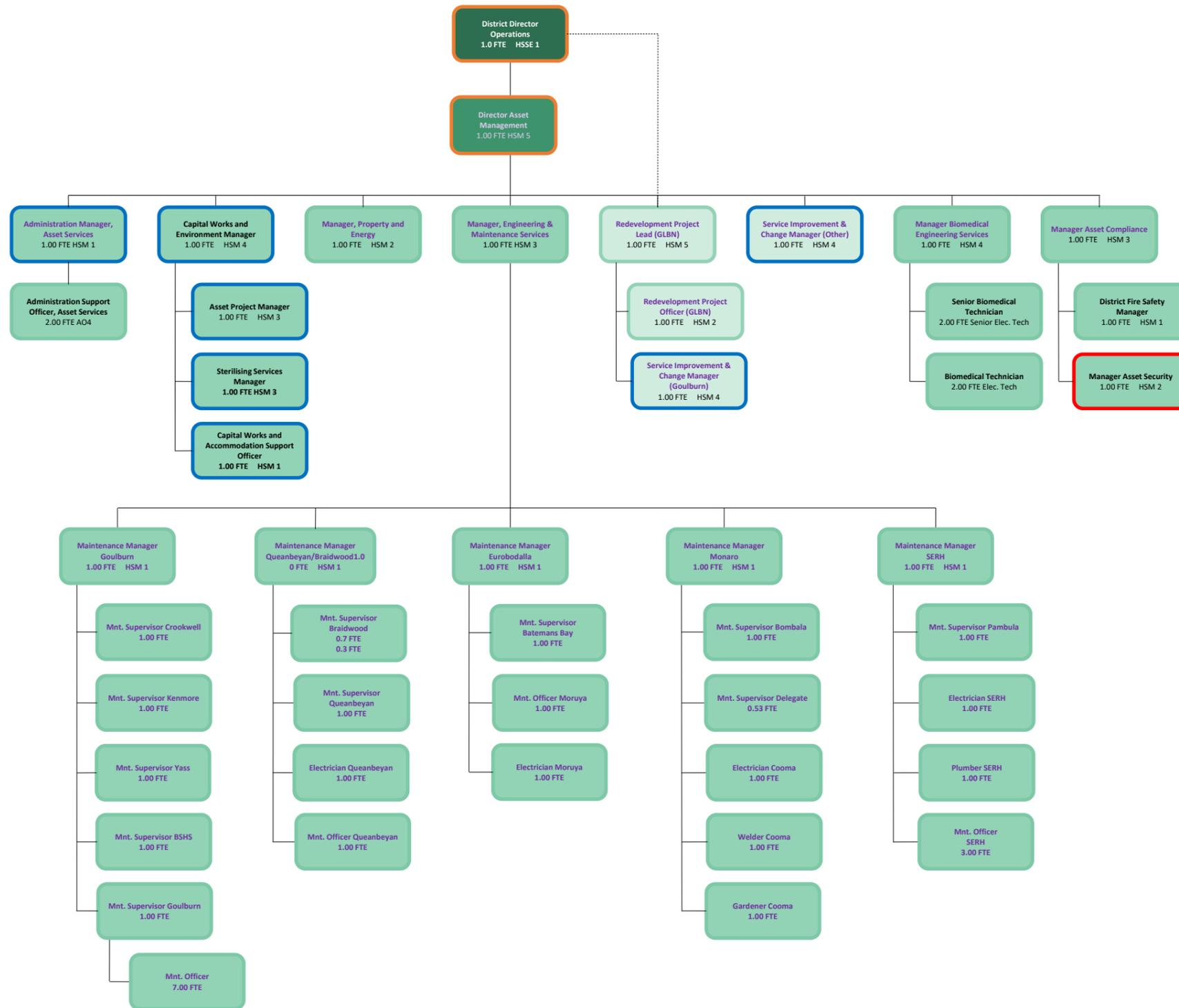
Proposed Health Service Planning Structure 28/08/2020



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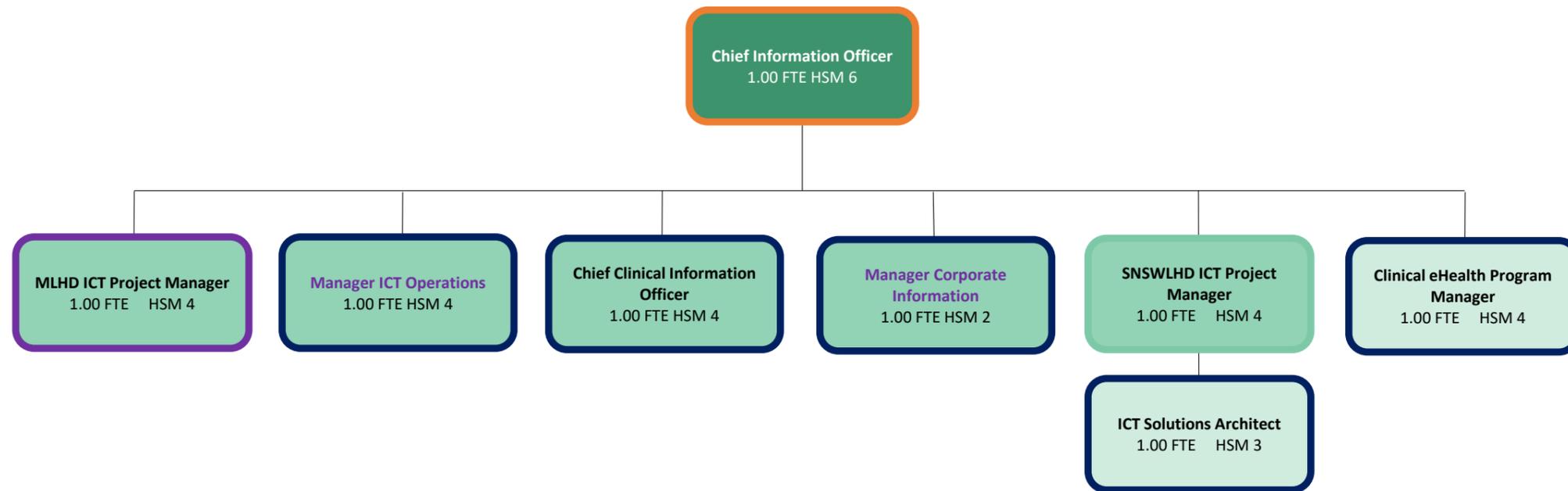
Proposed Asset Management Structure 28/08/2020



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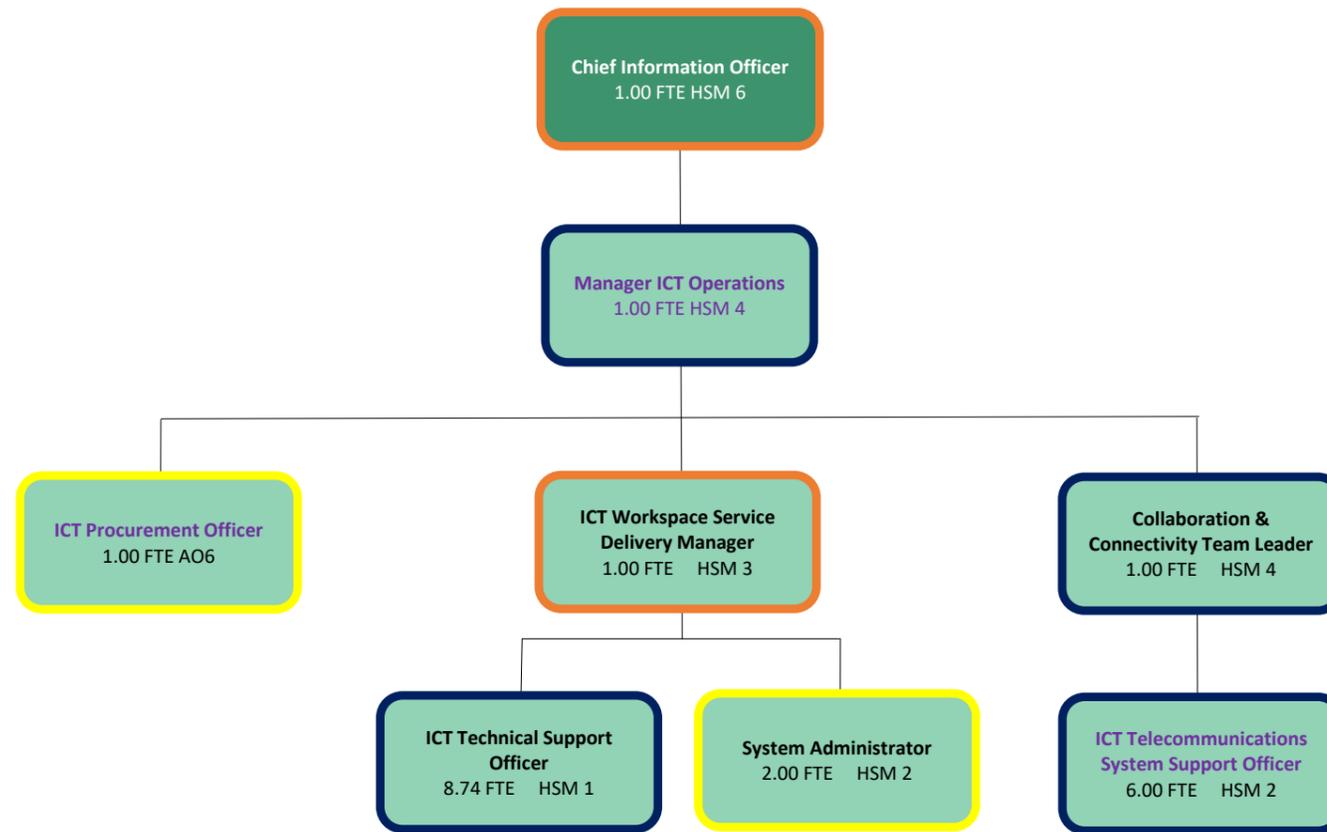
Proposed Information Communication Technology Structure 28/08/2020



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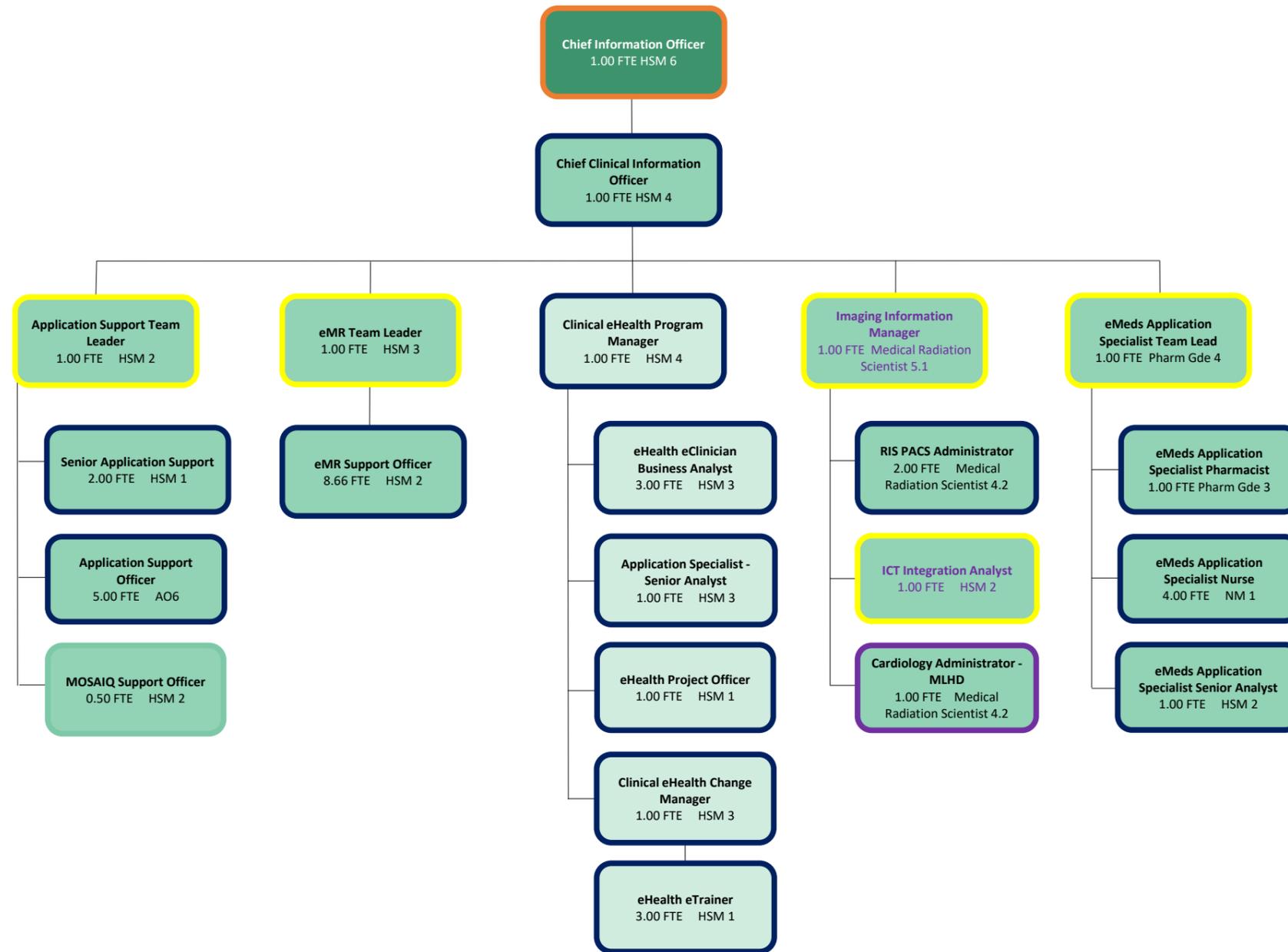
Proposed Information Communication Technology Structure 28/08/2020



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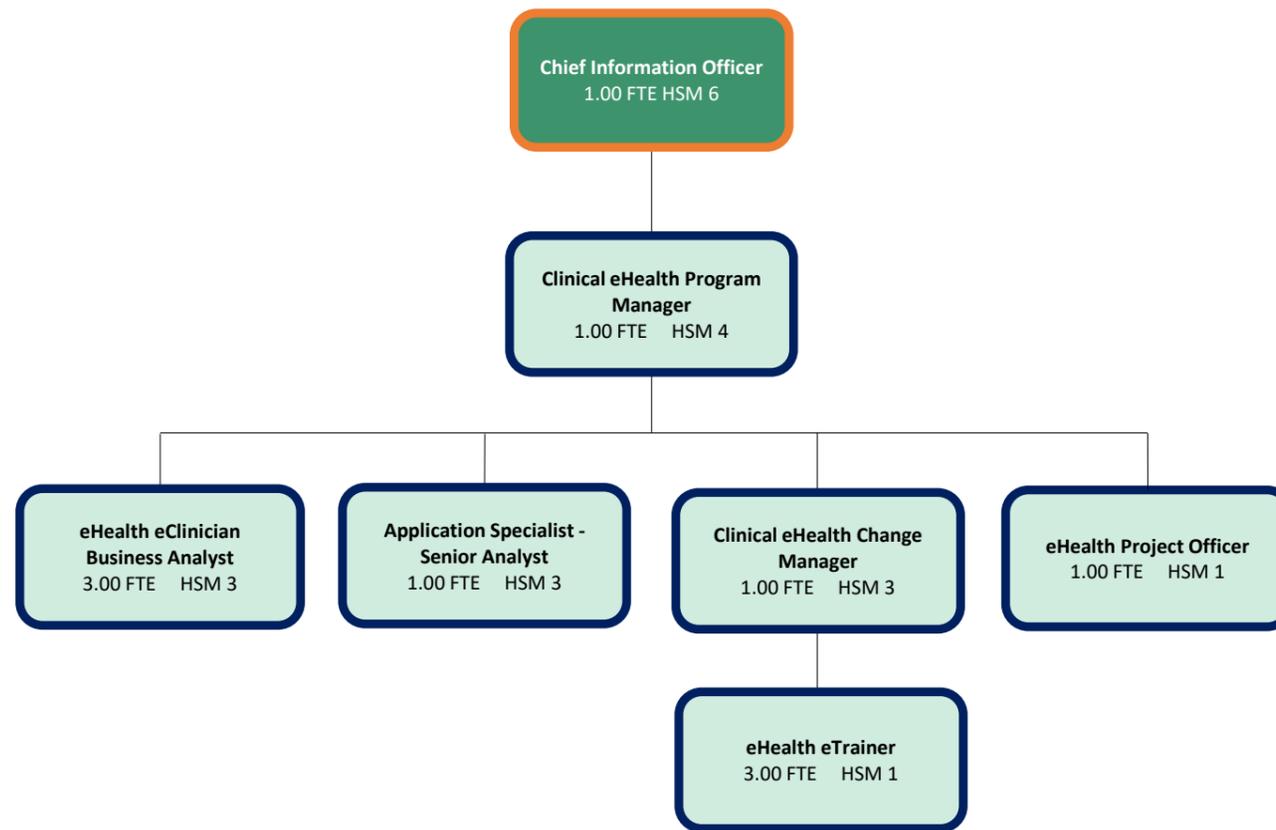
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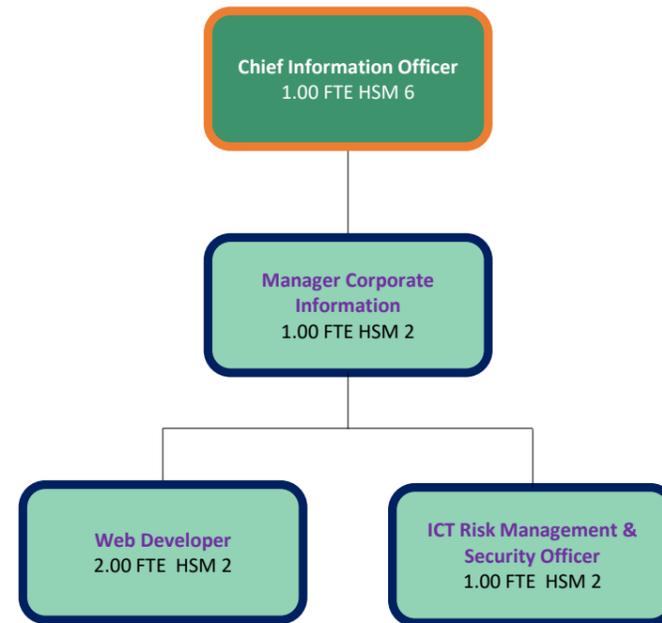
Proposed Clinical eHealth Program Structure 28/08/2020



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Proposed Information Communication Technology Structure 28/08/2020



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Proposed Impacted Position List – Clinical Operations

Role Type	Position	Grade	Nature of Change	Comments
HSSE	District Director Clinical Operations	HSSE	Change to title and responsibility	Title change to District Director Operations
Health Manager	Cluster General Managers	HSM 6	Change to scope, geography and number of roles	Competitive selection
Health Manager	Cluster General Manager Ambulatory Integrated Care	HSM 6	Significantly amended role to be in place by December 2020	Title change to District Director Integrated Care
Health Manager	Whole of Health Program Patient Flow Manager	HSM 3	Change to reporting line	
Health Manager	Manager Cancer Services	HSM 4	Change to reporting line	Changed reporting line to District Director Integrated Care
Nurse Practitioner	Cancer Services Nurse Practitioner	Nurse Practitioner	Change to reporting line	Changed reporting line to Quality, Safety and Patient Experience
CNC	Cancer CNC	CNC 3	Change to reporting line	Changed reporting line to Quality, Safety and Patient Experience
Health Manager	Manager Palliative Care Program	HSM 4	Change to reporting line	Changed reporting line to District Director Integrated Care
CNC	Palliative Care CNC	CNC 2	Change to reporting line	Changed reporting line to Quality, Safety and Patient Experience
Pharmacist	District Manager Pharmacy	Pharm Grade 5	Change to reporting line and increase in FTE	Changed reporting line to District Director Operations
Nurse Manager	Crookwell Senior Nurse Manager	NM 5	Change to title	Title change to Crookwell Site Manager/DON
Nurse Manager	Crookwell Nurse Manager	NM 1	Position to be phased out by December 2020, vacant	
Nurse Manager	Goulburn Director Nursing Midwifery	NM 5	Significantly amended role to be in place by December 2020	Change to Goulburn Site Manager/DONM NM7
Nurse Manager	Goulburn Deputy DONM	NM 3	Change to title and responsibilities	
Nurse Manager	Perioperative Services	NM 2	Change to title and responsibilities	
Registered Nurse	Goulburn Clinical Quality Facilitator	RN	Position to be phased out by December 2020	
Health Manager	Goulburn Risk Management Coordinator	HSM 1	Position to be phased out by December 2020	
Health Manager	Goulburn Administration Manager	HSM 1	Changed reporting line, title change and responsibilities	Change from site responsibility to network responsibility
Health Manager	Goulburn Manager Patient Support Services	HSM 1	Changed reporting line, title change and responsibilities	Change from site responsibility to network responsibility
Nurse Manager	Yass Health Service Manager	NM 5	Significantly amended role to be in place by December 2020	Position vacant. Change to Yass Site Manager/DON NM 3
Nurse Unit Manager	Yass Nurse Unit Manager	NUM 1	Position to be phased out by December 2020	Position vacant
Nurse Manager	Bourke Street Health Service (BSHS) Senior Nurse Manager	NM 5	Position to be phased out by December 2020	
Nurse Unit Manager	BSHS Nurse Unit Manager	NUM 2	Significantly amended role to be in place by December 2020	Change to DDON Bourke Street Health Service NM 2
Health Manager	Manager Health Information	HSM 3	Changed reporting line from Information and Infrastructure to Corporate Services and Projects in Operations	
Health Manager	Booking Officer/Manager (Patient Flow Whole of Hospital)	HSM 1	Change in grade from HSM 1 to NUM 1 and responsibility	
Administration Officer	Booking Officer (Patient Flow Whole of Hospital)	AO5	Change in grade from AO5 to AO6 and responsibility	
Nurse Manager	Braidwood Senior Nurse Manager	NM 5	Change title, reporting line and responsibilities	Change to Braidwood Site Manager/DON
Nurse Manager	Braidwood Nurse Manager	NM 2	Position to be phased out by December 2020	Vacant position
Nurse Manager	Queanbeyan Health Service Manager/DONM	NM 6	Change title, reporting line and responsibilities	Change to Queanbeyan Site Manager/DONM
Nurse Manager	Queanbeyan Deputy DONM	NM3	Change title and responsibilities	Change to Queanbeyan Deputy DONM/Patient Flow
Nurse Unit Manager	Queanbeyan NUM – Emergency Department	NUM 1	Change in grade from NUM 1 to NUM 2 and responsibility	
Nurse Unit Manager	Queanbeyan NUM – Maternity	MUM 1	Change in grade from MUM 1 to MUM 2 and responsibility	
Nurse Unit Manager	Queanbeyan NUM – Theatre	NUM 1	Change in grade from NUM 1 to NUM 2 and responsibility	
Nurse Unit Manager	Queanbeyan NUM – Inpatient	NUM 1	Change in grade from NUM 1 to NUM 2 and responsibility	

Health Manager	Queanbeyan Quality Manager	RN	Position to be phased out by December 2020	
Administration Officer	Queanbeyan Administration Manager/PLO	AO6	Change title, grade from AO6 to HSM 1 and responsibilities	Change to Administration Team Leader
HASA	Queanbeyan HASA Team Leader	HASA	Change title, grade from HASA to HSM 1 and responsibilities	
Nurse Manager	Eurobodalla DONM	NM 6	Change title, grade from NM 6 to NM 7 and responsibilities	Change to Eurobodalla Site Manager/DONM
Nurse Manager	Moruya Deputy DONM	NM 3	Change to title and responsibilities	Title change to Deputy DONM/Patient Flow
Nurse Manager	Batemans Bay Director of Nursing	NM 4	Significantly amended role to be in place by December 2020	Title change to Batemans Bay Deputy DON/Patient Flow , change in grade to NM 3
Nurse Unit Manager	Batemans Bay NUM	NUM 3	Significantly amended role to be in place by December 2020	Change in grade- NUM 3 to NUM 2
Nurse Manager	Eurobodalla Nurse Manager Community Health	NM 3	Significantly amended role to be in place by December 2020	Change to NUM 1 Community Nursing
Nurse Manager	Queanbeyan Nurse Manager Community Health	NM 2	Significantly amended role to be in place by December 2020	Change to NUM 1 Community Nursing
Nurse Manager	Goulburn Nurse Manager Community Health	NM2	Significantly amended role to be in place by December 2020	Position to be phased out
Nurse Manager	Bega Nurse Manager Community Health	NM2	Significantly amended role to be in place by December 2020	Position to be phased out
Nurse Manager	Cooma Nurse Manager Community Health	NM 2	Change to title, reporting line and responsibilities	Change to NUM 1 Community Nursing
Allied Health	Allied Health Manager, Queanbeyan	AHP 7	Significantly amended role to be in place by December 2020	
Allied Health	Allied Health Manager, Goulburn	AHP 7	Significantly amended role to be in place by December 2020	
Allied Health	Allied Health Manager, Eurobodalla	AHP 6	Significantly amended role to be in place by December 2020	
Allied Health	Allied Health Manager, Bega Valley	AHP 7	Significantly amended role to be in place by December 2020	
Allied Health	Allied Health Manager, Cooma	AHP 5	Significantly amended role to be in place by December 2020	
Nurse Manager	Cooma Health Service Manager	NM 6	Significantly amended role to be in place by December 2020	Change to Cooma Site Manager/DONM NM 5
Nurse Manager	Cooma Nurse Manager	NM 2	Change to title, reporting line and responsibilities	Change to Cooma Deputy DONM/Patient Flow and Emergency Department
Nurse Manager	Cooma ED NUM	NUM1	Position to be phased out by December 2020	Replaced by NM2 – Patient Flow and ED
Nurse Manager	Bombala Senior Nurse Manager	NM 5	Change to title and responsibilities	Change to Bombala Site Manager/DON
Nurse Manager	Bombala Nurse Manager	NM 1	Position to be phased out by December 2020	
Nurse Manager	Bega Valley Director Nursing Midwifery	NM 6	Significantly amended role to be in place by December 2020	Change to SERH Site Manager/DONM NM7
Nurse Manager	Nurse Manager Integrated Services, SERH	NM 3	Position to be phased out by December 2020	
Nurse Manager	Deputy DONM SERH	NM 3	Change to title, reporting line and responsibilities	Change to SERH Deputy DONM
Nurse Unit Manager	Acute/ED NUM Pambula	NUM 3	Position to be phased out by December 2020	
Nurse Manager	Deputy Nurse Manager Pambula	NM 4	Title change, change in grade and responsibilities	Change to Pambula Site Manager/DDON NM 2
Nurse Manager	Nurse Manager Perioperative Services	NM 2	Change to title, reporting line and responsibilities	Change to Nurse Manager Surgical Services
Health Manager	Support Services Manager SERH	HSM 2	Change to title, reporting line and responsibilities	Change to Corporate Services Manager
Administration Officer	Administration Services Team Leader	AO 5	Change to title, reporting line and responsibilities	Change to Administration Team Leader HSM 1
Allied Health	SERH Physiotherapy Department Head	AHP 5	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	Cooma Physiotherapy Department Head	AHP 4	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	Eurobodalla Physiotherapy Department Head	AHP 5	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	Goulburn Physiotherapy Department Head	AHP 5	Change to title, reporting line and responsibilities	Change to Tablelands Network Head of Department Physiotherapy
Allied Health	Queanbeyan Physiotherapy/Occupational Therapy Team Leader	AHP 5	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	SERH Occupational Therapy Department Head	AHP 5	Not automatic allocation. Multiple staff eligible for position.	

Allied Health	Eurobodalla Occupational Therapy Department Head	AHP 4	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	Goulburn Occupational Therapy Department Head	AHP 5	Change to title, reporting line and responsibilities	Change to Tablelands Network Head of Department Occupational Therapy
Allied Health	SERH Dietetics Department Head	AHP 4	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	Goulburn Dietetics Department Head	AHP 3	Change to title, reporting line and responsibilities	Change to Tablelands Network Head of Department Dietetics
Allied Health	Queanbeyan Dietetics Department Head	AHP 3	Change to title, reporting line, grade from AHP 3 to AHP 4, and responsibilities	Change to Snowy Monaro Network Head of Department Dietetics
Allied Health	SERH Speech Pathology Department Head	AHP 4	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	Eurobodalla Speech Pathology Department Head	AHP 4	Not automatic allocation. Multiple staff eligible for position.	
Allied Health	Goulburn Speech Pathology Department Head	AHP 3	Change to title, reporting line and responsibilities	Change to Tablelands Network Head of Department Speech Pathology
Allied Health	Queanbeyan Speech Pathology Department Head	AHP 4	Change to title, reporting line and responsibilities	Change to Snowy Monaro Network Head of Department Speech Pathology
Allied Health	Goulburn Social Work Department Head	AHP 4	Not automatic allocation. Multiple staff eligible for position.	
Renal	All	Various	Change to reporting lines	
Medical Imaging	All	Various	Change to reporting lines	
Pharmacy	All	Various	Change to reporting lines	
TACP	All	Various	Change to reporting lines	
Community Nursing	All	Various	Change to reporting lines	

Proposed Impacted Position List – Information and Infrastructure

Role Type	Position	Grade	Nature of Change	Comments
Health Executive	District Director, Information & Infrastructure	Health Executive	Significantly amended role to be in place by December 2020	Change to Chief Information Officer
Health Manager	Executive Support Officer	HSM 2	Position to be phased out by December 2020	
Health Manager	SNSWLHD Project Manager	HSM 4	Change to accountabilities and position title	Change to SNSWLHD ICT Project Manager
Health Manager	Service Improvement and Change Manager	HSM 4	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	Project Lead Hospital Redevelopment (Goulburn)	HSM 5	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	ISU Procurement Officer	HSM 1	Change to accountabilities and position title	Change to ICT Procurement Officer
Health Manager	Corporate Information Manager	HSM 2	Change to position title	Change to Manager Corporate Information
Health Manager	eMR Team Leader	HSM 3	Change to reporting line	
Health Manager	Manager IT Operations	HSM 4	Change to accountabilities and position title	Change to Manager ICT Operations
Radiation Scientist	RIS PACS Administrator Team Leader	Radiographer G5	Change to accountabilities and position title	Change to Imaging Information Manager
Health Manager	Integration Analyst	HSM 2	Change to accountabilities and position title	Change to ICT Integration Analyst
Health Manager	Application Support Team Leader	HSM 2	Change to reporting line	
Health Manager	Manager, Performance Analysis & Casemix	HSM 4	Moving from Information and Infrastructure to Finance	
Health Manager	Administration Manager, Asset Services	HSM 1	Change to accountabilities	
Health Manager	Systems Administrator Team Leader	HSM 3	Position to be phased out by December 2020	
Health Manager	ICT Workspace Service Delivery Manager	HSM 2	Change to accountabilities and position title. Grade increase from HSM 2 to HSM 3.	
Health Manager	Senior Web Developer	HSM 2	Change to position title	Change to Web Developer
Health Manager	Telecommunications System Support Officer	HSM 2	Change to accountabilities and position title	Change to ICT Telecommunications System Support Officer
Trade	Fitter/Machinist – Queanbeyan	Trade	Reclassification – Electrician.	Vacant
Health Manager	Manager, Waitlist & Patient Flow	HSM 4	Position to be phased out by December 2020	
Health Manager	Manager, Clinical Costing	HSM 3	Moving from Information and Infrastructure to Finance and Performance	
Health Manager	Reporting Systems Data Manager	HSM 3	Move from Information and Infrastructure to Finance and Performance	
Health Manager	Manager, Activity Reporting	HSM 2	Position to be phased out by December 2020	
Health Manager	Reporting & Costing Coordinator	HSM 1	Position to be phased out by December 2020	
Health Manager	Non-Admitted & SNAP Manager	HSM 1	Moving from Information and Infrastructure to Finance	
Health Manager	Health Information Manager	HSM 3	Moving from Information and Infrastructure to Corporate Services and Projects in Operations	
Health Manager	Sterilising Services Manager	HSM 3	Role responsibilities transferring to Asset Management in Operations.	
Trade	Hospital Assistant	HA3	Reclassification – Gardener Maintenance Officer. Role responsibilities transferring to Clinical Operations.	Change to Gardener Maintenance Officer
Health Manager	Manager, Health Service Planning	HSM 4	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	General Manager, Asset Management	HSM 5	Moving from Information and Infrastructure to Asset Management in Operations	
Administration Award	Administration Support Officer, Asset Services (2.0 FTE)	AO4	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	Workforce Planner	HSM 2	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	Health Service Planner (2.0 FTE)	HSM 2	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	Capital Works & Environment Manager	HSM 4	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	Capital Works & Accommodation Support Officer	HSM 1	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	Redevelopment Project Officer - Goulburn	HSM 2	Moving from Information and Infrastructure to Asset Management in Operations	
Health Manager	District Health Information Manager (2.0 FTE)	HSM 3	Moving from Information and Infrastructure to Corporate Services and Projects in Operations	
Health Manager	Clinical Coding Educator/Auditor (2.0 FTE)	HSM 2	Moving from Information and Infrastructure to Corporate Services and Projects in Operations	
Health Manager	Workforce Analyst	HSM 2 - ESTIMATE	Moving from Information and Infrastructure to Finance	

Health Manager	Business Intelligence Analyst	HSM 2 - ESTIMATE	Moving from Information and Infrastructure to Finance
Health Manager	Property & Energy Manager	HSM 2	Moving from Information and Infrastructure to Asset Management in Operations
Health Manager	Asset Compliance Manager	HSM 3	Moving from Information and Infrastructure to Asset Management in Operations
Health Manager	District Fire Safety Manager	HSM 1	Moving from Information and Infrastructure to Asset Management in Operations
Health Manager	Engineering & Maintenance Manager	HSM 3	Moving from Information and Infrastructure to Asset Management in Operations
Health Manager	Biomedical Engineering Manager	HSM 4	Moving from Information and Infrastructure to Asset Management in Operations
Electronics	Senior Biomedical Technician	Snr Electronics Tech	Moving from Information and Infrastructure to Asset Management in Operations
Electronics	Biomedical Technician	Electronics Tech	Moving from Information and Infrastructure to Asset Management in Operations
Electronics	Biomedical Technician	Sole Electronics Tech	Moving from Information and Infrastructure to Asset Management in Operations
Health Manager	Assistant Engineer	HSM 1 PP5	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Pambula	Maintenance Super (Non Trades)	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Electrician - Bega	Electrical Tradesperson Level 4	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Plumber - Bega	Plumber Level 4	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Gardener - Bega	Gardener No Certification	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Gardener - Moruya	Gardener No Certification	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Electrician - Moruya	Electrical Tradesperson Level 1	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Batemans Bay	Maintenance Super (Non Trades)	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Delegate	Maintenance Super (Non Trades)	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Bombala	Maintenance Super (Non Trades)	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Electrician - Cooma	Electrical Tradesperson Level 4	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Welder - Cooma	Welder 1st Class Level 1.	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Gardener - Cooma	Gardener No Certification	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Braidwood	Maintenance Super (Non Trades)	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Fitter/Machinist - Queanbeyan	Fitter / Motor Mechanic Level 2	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Queanbeyan	Maintenance Super (Tradesperson) Grade 2	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Gardener - Queanbeyan	Gardener With Certification	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Yass	Maintenance Super (Tradesperson) Grade 2	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - Crookwell	Maintenance Super (Tradesperson)	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Gardener - Crookwell	Gardener No Certification	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Plumber - Kenmore	Plumber Level 4	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Maintenance Supervisor - BSHS	Maintenance Super	Moving from Information and Infrastructure to Asset Management in Operations

		(Tradesperson) Grade 2	
Trade	Maintenance Supervisor - Goulburn	Maintenance Super (Tradesperson) Grade 2	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Gardener - Goulburn	Gardener No Certification	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Electrician - Goulburn	Electrical Tradesperson Level 4	Moving from Information and Infrastructure to Asset Management in Operations
Trade	Plumber - Goulburn	Plumber Level 4	Moving from Information and Infrastructure to Asset Management in Operations
Various	Clinical Coders	Various	Moving from Information and Infrastructure to Corporate Services and Projects in Operations
Various	Health Information Clerks	Various	Moving from Information and Infrastructure to Corporate Services and Projects in Operations

Position Description



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

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

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

Role Details	
Position Title	Network General Manager (Tablelands or Snowy Monaro or Coastal)
Award	Health Managers (State) Award
Position Classification	Proposed HSM 6 (subject to grading)
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	<p>Lead, direct, plan and manage the people, physical and financial resources of the Network to ensure the delivery of high quality, innovative, safe health services for patients, in line with Southern NSW Local Health District (SNSWLHD) organisational objectives and NSW Health strategies and directions.</p> <p>As part of the Operations Directorate leadership team, contribute and collaborate with other services, organisations and Directorates within and external to SNSWLHD to develop and implement services, systems and programs to impact positively on the health of people residing within the Southern NSW region.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead and manage clinical service delivery across the Network, setting priorities and performance measures to ensure that expectations are clear and will support SNSWLHD to meet its objectives. 2. Ensure that the Network achieves agreed performance targets within SNSWLHD Service Level Agreement with NSW Health whilst maintaining expenditure within the budget allocation provided. 3. Lead and manage people and other resources in an efficient and effective manner to deliver high quality services, care outcomes and experiences for patients, carers and the communities. 4. Contribute to the development of strategic, operational and risk management plans to ensure that these are informed by high quality service advice and a focus on the health care needs of the community. 5. Lead the development of innovative and creative solutions to all aspects of the role. 6. Facilitate and deliver an organisational culture which is engaging, responsive, supportive and aligned with the CORE values of the organisation and NSW Health. 7. Provide sound and informed advice to the District Director Operations related to all areas of accountability for the position. 8. Work with the Executive Leadership Team and with other Directorate staff to achieve SNSWLHD's vision, strategy and performance.

Position Description

9. Drive community engagement and ensure collaboration and partnerships with key internal and external stakeholders.

Key Challenges

1. Maintaining personal resilience and commitment to service delivery in a changing environment with multiple complex challenges.
2. Ensuring local community involvement in health service planning and development whilst enhancing clinician involvement in decision making and accountability.
3. Maintaining performance across a diverse range of clinical services and settings.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	District Director Clinical Operations	Escalate issues, keep informed, advise and receive instructions.
2	Direct Reports	Clarify direction and expectations; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects and priorities.
3	Work Team	Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's outcomes.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Primary Health Network	Participate in meetings to develop and implement joint plans and programs to impact positively on the health of the community.
2	Community Consultative Committees/ Ministry of Health / University Partners / Industrial Organisations	Engage, inform, advise and receive advice. Work collaboratively to resolve matters of concern to staff.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualifications and significant senior health management experience in a range of settings and contexts.
2. Demonstrated capability in managing and meeting performance targets and budgets.
3. Demonstrated knowledge of clinical management practice and contemporary clinical issues including capacity to promote, implement and monitor healthcare quality and safety improvement principles and practices.
4. Demonstrated capability in building a positive workplace culture whilst leading and managing a multi-disciplinary senior management team.
5. Demonstrated experience in contributing positively to a team environment where mutual success is dependent on collaboration, information sharing and shared accountability.

Position Description

6. Demonstrated written and oral communication skills including strong negotiation and consultation capabilities.
7. Demonstrated capability in promoting and leading innovation and service development initiatives.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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

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

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

Role Details

Position Title	Tablelands/Snowy Monaro/Coastal Network Manager Integrated and Primary Care
Award	NSW Health Service Health Professionals (State) Award or Public Health System Nurses' and Midwives (State) Award
Position Classification	Multiclassified
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Manager Integrated and Primary Care provides high level leadership and targeted professional support for strategic and operational issues impacting the Network Allied Health and Community Nursing services.

Key Accountabilities

1. Provide high level leadership and advice to Allied Health and Community Nursing leads in relation to operational decision making and clinical leadership to ensure the provision of high quality clinical services to people in Southern NSW Local Health District (SNSWLHD), including exercise of independent professional judgement in solving problems and managing complex situations.
2. Lead and participate in planning, implementing, evaluating and reporting on services to promote effective and efficient clinical service delivery and models of care.
3. Identify and act on opportunities for improvement in clinical practice across the allied health teams, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.
4. Foster and promote an environment of participation and collaboration in service development and improvement through consultation.
5. Lead the development and/or implementation of standards and associated policies and procedures to enhance the safety, effectiveness and efficiency of Allied Health and Community Nursing services in alignment with the National Standards.
6. Actively contribute to maintaining a safe workplace that values the health and safety of co-workers, clients or visitors, with particular focus on adherence to National Safety and Quality Health Service Standards.
7. Provide leadership and direction for workforce planning and capability strategies to align enhance and optimise effectiveness and efficiency of quality and safe clinical practice to ensure sustainability of Allied Health and Community Nursing resources to meet patient need.

Position Description

Key Challenges

1. To lead, in an environment of constant change, improvement in the quality and efficiency of clinical services and the patient / client experience.
2. To manage competing demands across multiple disciplines and geographical area.
3. Engagement with a diverse range of internal stakeholders.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Work team	Share information and work collaboratively to contribute to achieving the team's business outcomes.
Does this role routinely interact with external Stakeholders?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
1		

Staffing

Direct Reports	Network specific FTE TBC
Indirect Reports	Network specific FTE TBC

Essential Requirements

1. Tertiary qualification in the relevant discipline and eligibility for membership of an appropriate Australian professional association in the discipline (for example Social Worker, Occupational Therapist, Physiotherapist etc) OR Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. Tertiary qualification in the relevant discipline and eligibility for membership of an appropriate Australian professional association in the discipline (for example Social Worker, Occupational Therapist, Physiotherapist etc) OR Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
2. Demonstrated management skills across a large professional multi-disciplinary team, including the knowledge of contemporary issues relating to the delivery of allied health and/or community nursing services, and the ability to lead service improvement across community and acute care settings.
3. Demonstrated high level written and verbal communication skills including interpersonal, negotiation and consultation skills and ability to develop and maintain collaborative relationships with internal and external partners.
4. Ability to work independently with limited supervision, organising workloads effectively and managing competing priorities and meeting deadlines.

Position Description

5. High level strategic, conceptual, analytical and creative skills, along with the ability to provide high level advice and contribute to policy and planning processes and the implementation of strategic service delivery initiatives.
6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Allied Health Team Leader (Bega Valley or Cooma or Eurobodalla or Queanbeyan or Goulburn or Yass)
Award	NSW Health Service Health Professionals (State) Award
Position Classification	AHP - Level subject to grading
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Allied Health Team Leader provides operational management and targeted professional support for Allied Health Services within the specified area of either Bega Valley or Cooma or Eurobodalla or Queanbeyan or Goulburn or Yass.

Key Accountabilities

1. Act as the key allied health contact for operational issues impacting the specified area.
2. Identify and act on opportunities for improvement in clinical practice across the allied health teams, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.
3. Foster and promote an environment of participation and collaboration in service development and improvement through consultation.
4. Actively contribute to maintaining a safe workplace that values the health and safety of co-workers, clients or visitors, with particular focus on adherence to National Safety and Quality Health Service Standards.
5. Provide leadership and direction for workforce planning and capability strategies to align enhance and optimise effectiveness and efficiency of quality and safe clinical practice to ensure sustainability of allied health resources to meet patient need.

Key Challenges

1. To lead, in an environment of constant change, improvement in the quality and efficiency of clinical services and the patient / client experience.
2. To manage competing demands across a geographical area.
3. Engagement with a diverse range of internal stakeholders.

Position Description

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

Staffing		
Direct Reports	FTE relevant to respective service	
Indirect Reports	FTE relevant to respective service	

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

Selection Criteria	
1.	Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Occupational Therapist or Physiotherapist or Psychologist or tertiary qualification as a Speech Pathologist and eligibility for membership of Speech Pathology Australia (SPA) or tertiary qualification in Nutrition and Dietetics and eligibility for membership of the Dietitians Association of Australia (DAA) or relevant tertiary qualifications in Social Work, Counselling or equivalent (as per NSW Health Service Health Professionals Award) with eligibility to the respective Australian professional association.
2.	Demonstrated management skills across a large professional multi-disciplinary team, including the knowledge of contemporary issues relating to the delivery of allied health services, and the ability to lead service improvement across community and acute care settings.
3.	Demonstrated high level written and verbal communication skills including interpersonal, negotiation and consultation skills and ability to develop and maintain collaborative relationships with internal and external partners.
4.	Ability to work independently with limited supervision, organising workloads effectively and managing competing priorities and meeting deadlines.
5.	High level strategic, conceptual, analytical and creative skills, along with the ability to provide high level advice and contribute to policy and planning processes and the implementation of strategic service delivery initiatives.
6.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Network Department Head Occupational Therapy (Tablelands or Snowy Monaro or Coastal)
Award	NSW Health Service Health Professionals (State) Award
Position Classification	Proposed Occupational Therapy Level 5 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Network Department Head Occupational Therapy is responsible for managing and leading the delivery of quality occupational therapy services within the Network.

Key Accountabilities

1. Accountable for the provision of the Occupational Therapy Network team's clinical service (including services of a more complex nature) to provide a high standard, including exercise of independent professional judgement in solving problems, managing a team of staff, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and coordination of a group of staff across a regional health service.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the occupational therapy team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

Key Challenges

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

Position Description

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

Staffing		
Direct Reports	FTE relevant to site/service/department	
Indirect Reports	FTE relevant to site/service/department	

Essential Requirements		
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Occupational Therapist. 2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 		

Selection Criteria		
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Occupational Therapist. 2. Demonstrated highly proficient written, verbal, interpersonal and negotiation skills. 3. Demonstrated clinical proficiency and ability to operationally manage a clinical team, including provision of supervision, support and training to staff. 4. Ability to effectively prioritise and organise the occupational therapy clinical workloads within a team that spans multiple regional sites within the Network. 5. Experience in developing and optimising a range of occupational therapy services, including protocols and new services. 6. Evidence of ongoing personal continuous professional development. 7. Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice. 8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 		

Position Description



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Role Details

Position Title	Network Department Head Physiotherapy (Tablelands or Snowy Monaro or Coastal)
Award	NSW Health Service Health Professionals (State) Award
Position Classification	Proposed Physiotherapist Level 4/5 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Network Department Head Physiotherapy is responsible for managing and leading the delivery of quality physiotherapy services within the relevant Network.

Key Accountabilities

1. Accountable for the provision of the physiotherapy Network team's clinical service (including services of a more complex nature) to provide a high standard, including exercise of independent professional judgement in solving problems, managing a team of staff, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and coordination of a group of staff across a regional health service.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the physiotherapy team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

Key Challenges

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

Position Description

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

Staffing	
Direct Reports	FTE relevant to site/service/department
Indirect Reports	FTE relevant to site/service/department

Essential Requirements
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Physiotherapist. 2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Physiotherapist. 2. Demonstrated highly proficient written, verbal, interpersonal and negotiation skills. 3. Demonstrated clinical proficiency and ability to operationally manage a clinical team, including provision of supervision, support and training to staff. 4. Ability to effectively prioritise and organise the physiotherapy clinical workloads within a team that spans multiple regional sites within the Network. 5. Experience in developing and optimising a range of physiotherapy services, including protocols and new services. 6. Evidence of ongoing personal continuous professional development. 7. Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice. 8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Network Team Leader Psychosocial Services (Tablelands or Snowy Monaro or Coastal)
Award	NSW Health Service Health Professionals (State) Award
Position Classification	Proposed Allied Health Level 4/5 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Network Department Head Psychosocial Services is responsible for managing and leading the delivery of quality psychosocial services within the Network.

Key Accountabilities

1. Accountable for the provision of the Psychosocial Network team's clinical service (including services of a more complex nature) to provide a high standard, including exercise of independent professional judgement in solving problems, managing a team of staff, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and coordination of a group of staff across a regional health service.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the social work team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

Key Challenges

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

Position Description

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

Staffing		
Direct Reports		FTE relevant to site/service/department
Indirect Reports		FTE relevant to site/service/department

Essential Requirements	
1.	Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Psychologist OR relevant tertiary qualifications in Social Work, Counselling or equivalent (as per NSW Health Service Health Professionals Award) with eligibility to the respective Australian professional association.
2.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria	
1.	Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Psychologist OR relevant tertiary qualifications in Social Work, Counselling or equivalent (as per NSW Health Service Health Professionals Award) with eligibility to the respective Australian professional association.
2.	Demonstrated highly proficient written, verbal, interpersonal and negotiation skills.
3.	Demonstrated clinical proficiency and ability to operationally manage a clinical team, including provision of supervision, support and training to staff.
4.	Ability to effectively prioritise and organise the psychosocial clinical workloads within a team that spans multiple regional sites within the Network.
5.	Experience in developing and optimising a range of psychosocial services, including protocols and new services.
6.	Evidence of ongoing personal continuous professional development.
7.	Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.
8.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Network Department Head Speech Pathology (Tablelands/Snowy Monaro/Coastal)
Award	NSW Health Service Health Professionals (State) Award
Position Classification	Proposed Speech Pathology Level 4/5 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Network Department Head Speech Pathology is responsible for managing and leading the delivery of quality speech pathology services within the Network.

Key Accountabilities

1. Accountable for the provision of the speech pathology Network team's clinical service (including services of a more complex nature) to provide a high standard, including exercise of independent professional judgement in solving problems, managing a team of staff, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and coordination of a group of staff across a regional health service.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the speech pathology team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

Key Challenges

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

Position Description

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

Staffing		
Direct Reports		FTE relevant to site/service/department
Indirect Reports		FTE relevant to site/service/department

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

Selection Criteria	
1.	Tertiary qualification as a Speech Pathologist and eligibility for membership of Speech Pathology Australia (SPA).
2.	Demonstrated highly proficient written, verbal, interpersonal and negotiation skills.
3.	Demonstrated clinical proficiency and ability to operationally manage a clinical team, including provision of supervision, support and training to staff.
4.	Ability to effectively prioritise and organise the speech pathology clinical workloads within a team that spans multiple regional sites within the Network.
5.	Experience in developing and optimising a range of speech pathology services, including protocols and new services.
6.	Evidence of ongoing personal continuous professional development.
7.	Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.
8.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Network Department Head Dietetics (Tablelands or Snowy Monaro or Coastal)
Award	NSW Health Service Health Professionals (State) Award
Position Classification	Proposed Dietitian Level 3/4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Network Department Head Dietetics is responsible for managing and leading the delivery of quality dietetic services within the Network.

Key Accountabilities

1. Accountable for the provision of the Dietetics Network team's clinical service (including services of a more complex nature) to provide a high standard, including exercise of independent professional judgement in solving problems, managing a team of staff, and managing complex situations.
2. Demonstrate advanced organisational skills in the provision of a clinical service and coordination of a group of staff across a regional health service.
3. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care.
4. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Allied Health Assistants and students.
5. Lead and participate in planning, implementing, evaluating and reporting on services across the dietetics team, to promote effective and efficient clinical service delivery.
6. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

Key Challenges

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

Position Description

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

Staffing		
Direct Reports		FTE relevant to site/service/department
Indirect Reports		FTE relevant to site/service/department

Essential Requirements	
1.	Tertiary qualification in Nutrition and Dietetics and eligibility for membership of the Dietitians Association of Australia (DAA).
2.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria	
1.	Tertiary qualification in Nutrition and Dietetics and eligibility for membership of the Dietitians Association of Australia (DAA).
2.	Demonstrated highly proficient written, verbal, interpersonal and negotiation skills.
3.	Demonstrated clinical proficiency and ability to operationally manage a clinical team, including provision of supervision, support and training to staff.
4.	Ability to effectively prioritise and organise the dietetic clinical workloads within a team that spans multiple regional sites within the Network.
5.	Experience in developing and optimising a range of dietetic services, including protocols and new services.
6.	Evidence of ongoing personal continuous professional development.
7.	Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice.
8.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	District Manager Medical Imaging
Award	Health Employees Medical Radiation Scientists (State) Award
Position Classification	Proposed Level 6 Grade 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The District Manager Medical Imaging is responsible for the strategic advancement, implementation and cost efficient delivery of medical imaging services. The District Manager provides oversight of the relationship with the contracted provider for radiologist review of diagnostic studies to support the provision of a quality, sustainable diagnostic imaging service for the Southern NSW Local Health District (SNSWLHD).

Key Accountabilities
<ol style="list-style-type: none"> 1. Manage the relationship with the provider of contracted imaging services across SNSWLHD to ensure the optimal performance of the service, and the safe and timely provision of reports. 2. Manage the relationship with the provider of contracted pathology services across SNSWLHD to ensure the optimal performance of the service, and the safe and timely provision of reports. 3. Coordinate regular formal governance meetings with key stakeholders to ensure that services can be monitored in relation to quality indicators, efficiency and effectiveness of services and to escalate unresolved operational matters. 4. Facilitate opportunities for imaging and medical staff across SNSWLHD to share information and escalate matters of concern in relation to the functioning of the provider. 5. Responsible for oversight of the development, implementation and currency of policies and procedures, related to SNSWLHD imaging and pathology services. 6. Responsible for oversight to ensure accreditation standards are met for matters relating to imaging. 7. Provide expert advice to the Line Manager and other members of the executive team on imaging matters.

Key Challenges
<ol style="list-style-type: none"> 1. Engagement with a diverse range of internal and external stakeholders. 2. Commitment to continued individual and service improvements.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this role. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External providers	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on contracted deliverables.

Staffing	
Direct Reports	Various FTE TBC
Indirect Reports	0.0 FTE TBC

Essential Requirements	
1.	Current Authority to Practice as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) with NSW EPA licence to use radiation (IA14).
2.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria	
1.	Current Authority to Practice as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) with NSW EPA licence to use radiation (IA14).
2.	Demonstrated exceptional written and verbal communication skills, and the ability to interact with and engage a wide range of people.
3.	Demonstrated understanding of a wide-range of imaging services, including complex CT exams, independently, and to provide support and training to other staff.
4.	Experience developing and optimising a range of clinical services, including protocols and new services.
5.	Experience applying legislation and regulations to medical imaging, experience developing policies and procedures for medical imaging, and experience in the accreditation of imaging services.
6.	Experience in strategic management of imaging services, including finances, succession planning, service development, and accreditation, in order to ensure that services are sustainable in the long term.
7.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Chief Radiographer (Goulburn or Eurobodalla or Queanbeyan or SERH or Cooma)
Award	Health Employees Medical Radiation Scientists (State) Award
Position Classification	Proposed Level 5 Grade 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Chief Radiographer is responsible for managing and providing comprehensive radiology services in the relevant hospital(s). The Chief Radiographer actively participates in the multidisciplinary delivery of person-focussed services to the patients, clients and clinicians of Southern NSW Local Health District (SNSWLHD).

Key Accountabilities

1. Manage imaging services across the Network to ensure the optimal performance of imaging, and the safe provision of all required services.
2. Responsible for oversight of the development and implementation of training programs within the Network to ensure that required skills are available and improving over time.
3. Responsible for ensuring all staff are engaged in continuous professional development (CPD), and are competent to perform clinical roles to ensure that services are of the highest safety and quality.
4. Manage student placements, and ensure appropriate supervision of students to maximise the benefits to students, and mitigate risks to the department and patients.
5. Responsible for strategic management of imaging for the Network, including finances, succession planning and service development, in order to ensure the service is sustainable in the long term.
6. Responsibility for the development and implementation of policies and procedures, and for achieving Diagnostic Imaging Accreditation Scheme (DIAS) accreditation, across the Network.
7. Responsible for ensuring patient-centred care across the Network.
8. Responsible for engagement with internal and external stakeholders, and communications planning for the cluster to ensure all stakeholders have input into service requirements and service planning.

Key Challenges

1. Working in a complex environment where there are competing and often rapidly changing priorities which requires balancing administrative workload with clinical demand.

Position Description



2. Engagement with a diverse range of internal and external stakeholders.
3. Commitment to continued individual and service improvements.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this program. Act as the point of escalation for any strategic and operational issues.
3	Stakeholders/Referrers	Manage collaborative working relationships to ensure the most appropriate care is delivered to the right patient in a sustainable and timely fashion. To ensure clinical details are available to provide the most appropriate examination, and that the results provide the most appropriate answer to the clinical question provided.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	External Referrers	To ensure clinical details are available to provide the most appropriate examination, and that the results provide the most appropriate answer to the clinical question provided.

Staffing

Direct Reports	FTE will be site/service specific
Indirect Reports	FTE will be site/service specific

Essential Requirements

1. Current Authority to Practice as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) with NSW EPA licence to use radiation (IA14).
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. Current Authority to Practice as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) with NSW EPA licence to use radiation (IA14).
1. Demonstrated exceptional written and verbal communication skills, and the ability to interact with and engage a wide range of people.
2. Demonstrated ability to provide a wide-range of imaging services, including complex CT exams, independently, and to provide support and training to other staff.
3. Demonstrated ability to build and manage a team, including optimising workflows and monitoring service provision with minimal direction. Relevant tertiary qualifications and/or senior management experience. Experience in human resource management, recruitment and professional development of staff.
4. Experience developing and optimising a range of clinical services, including protocols and new services.
5. Evidence of ongoing personal CPD, and development and implementation of programs to supervise and develop other staff at a range of different skill levels.

Position Description

6. Experience applying legislation and regulations to medical imaging, experience developing policies and procedures for medical imaging, and experience in the accreditation of imaging services.
7. Experience in strategic management of imaging services, including finances, succession planning, service development, and accreditation, in order to ensure that services are sustainable in the long term.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Medical Radiation Scientist Senior
Award	Health Employees Medical Radiation Scientists (State) Award
Position Classification	Medical Radiation Scientist Level 4
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Medical Radiation Scientist Senior is responsible for the provision of a quality, sustainable diagnostic imaging service via active participation in the multidisciplinary delivery of person-focussed services to the patients, clients and clinicians of Southern NSW Local Health District (SNSWLHD).

Key Accountabilities
<ol style="list-style-type: none"> 1. Assist in the management of the imaging department to optimise the performance of the unit, and ensure the safe provision of all required services. 2. Involvement in the development and implementation of training programs within the modality/modalities for which you are responsible to ensure all staff are trained and able to provide high quality, safe imaging. 3. Responsible for identifying gaps in staff knowledge, and for addressing these gaps, to ensure ongoing improvement to staff skill sets. Demonstrated commitment to CPD for self and others to achieve ongoing personal and departmental improvement. 4. Responsible for the ongoing management of modality/modalities including staffing and protocol development to ensure sustainable, on-going service provision and expansion. 5. Responsible for the development and implementation of quality improvement projects to improve the quality, efficiency and accessibility of services. 6. Active engagement in the development of policies and procedures in Medical Imaging, as well as deep understanding of legislation and regulations to enable compliance with all requirements as well as to achieve Diagnostic Imaging Accreditation Standards (DIAS) accreditation. 7. Promotion of patient-centred care across the whole hospital. Responsible for promotion of successful relationships with stakeholders to expand engagement and knowledge of services.

Position Description

Key Challenges

1. Prioritisation of radiographic workload and administrative tasks to ensure the best care is delivered to the right patient in a sustainable and timely fashion, despite working in an environment of constant change.
2. Engagement with a diverse range of internal and external stakeholders.
3. Commitment to continued individual and service improvements.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Referrers	To ensure clinical details are available to provide the most appropriate examination, and that the results provide the most appropriate answer to the clinical question provided.
3	Multi-disciplinary team	To ensure the most appropriate care is delivered to the right patient in a sustainable and timely fashion.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Referrers	To ensure clinical details are available to provide the most appropriate examination, and that the results provide the most appropriate answer to the clinical question provided.
2	Radiologists	To ensure the most appropriate examination is performed, and that the results provide the most appropriate answer to the clinical question provided.

Staffing

Direct Reports	FTE TBC
Indirect Reports	FTE TBC

Essential Requirements

1. Current Authority to Practice as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) and EPA licence to use radiation (IA14).
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. Current Authority to Practice as a Medical Radiation Practitioner with the Australian Health Practitioner Regulation Agency (AHPRA) and EPA licence to use radiation (IA14).
2. Exceptional written and verbal communication skills, and the ability to interact with a wide range of people.
3. Ability to provide a wide-range of imaging services, including complex exams, independently and to provide support and training to other staff.
4. Ability to work within and manage a team, including delegating workloads according to skills and competencies, and to participate and manage the department roster, including participation in on-call as required.

Position Description

5. Experience developing and implementing imaging protocols, and applying protocols to a wide range of clinical scenarios.
6. Masters level post-graduate qualifications specific to the modality. Evidence of ongoing personal CPD, and contribution to programs to supervise or develop others.
7. Experience applying legislation and regulations to medical imaging, and experience developing policies and procedures for medical imaging.
8. Experience in the ongoing management of modality/modalities, including staffing and policy development, to ensure sustainable, on-going service provision and expansion.
9. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	District Manager Pharmacy
Award	Health Employees Pharmacists (State) Award
Position Classification	Pharmacist Grade 5
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The District Manager Pharmacy provides high-level leadership, strategic direction and advocacy in the management of pharmacy staff and services at Southern NSW Local Health District (SNSWLHD) and represents SNSWLHD at State level on pharmacy matters. The role is part of the Operations Directorate leadership team and contributes and collaborates with other services, organisations and Directorates within and external to the LHD to develop and implement services, systems and programs to impact positively on the health of people residing within the Southern NSW region.

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide leadership and advice to the Network Chief Pharmacists in relation to scope of practice, workforce planning and development, research, education and other professional matters as required. 2. Advocate for and lead the pharmacy workforce in supporting the development of models of care which are integrated and improve patient access to value-based health care 3. Provide expert professional advice to the organisation on pharmacy position grades and professional performance matters as required. 4. Act as the key liaison for SNSWLHD with the Ministry of Health for pharmacy matters. 5. Provide support to local Networks to ensure that SNSWLHD achieves agreed performance targets specified within the LHD Service Level Agreement with NSW Health and Commonwealth funding agreements whilst maintaining expenditure within the budget allocation provided. 6. Contribute to the development of strategic, operational and risk management plans to ensure that these are informed by high quality service advice and a focus on the health care needs of the community. 7. Facilitate and deliver an organisational culture which is engaging, responsive, supportive and aligned with the CORE values of the organisation and NSW Health 8. Provide sound and informed advice to the District Director Operations related to all areas of accountability for the position

Position Description

9. Work with the SNSWLHD Executive team and with other Directorate staff to achieve SNSWLHD's vision, strategy and performance.

Key Challenges

1. Maintaining personal resilience and commitment to service delivery in a changing environment with multiple complex challenges.
2. Ensuring local community involvement in health service planning and development whilst enhancing clinician involvement in decision making and accountability.
3. Maintaining performance across a diverse range of clinical services and settings.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	Work Team	Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's outcomes.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Primary Health Network	Participate in meetings to develop and implement joint plans and programs to impact positively on the health of the community
2	Community Consultative Committees/ Ministry of Health / University Partners / Industrial Organisations	Engage, inform, advise and receive advice. Work collaboratively to resolve matters of concern to staff.

Staffing

Direct Reports	4.00 FTE TBC
Indirect Reports	0.00 FTE TBC

Essential Requirements

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

Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Pharmacist.
2. Demonstrated capability in managing and meeting performance targets and budgets.
3. Demonstrated experience in project and service planning that is focussed, progressive and delivers outcomes in accordance with key milestones.
4. Demonstrated capability in building a positive workplace culture whilst contributing positively to a team environment where mutual success is dependent on collaboration, information sharing and shared accountability.

Position Description

5. Demonstrated written and oral communication skills including strong negotiation and consultation capabilities.
6. Demonstrated capability in promoting and leading innovation and service development initiatives.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Network Chief Pharmacist (Tablelands or Snowy Monaro or Coastal)
Award	Health Employees Pharmacists (State) Award
Position Classification	Pharmacist Grade 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Network Chief Pharmacist is responsible for managing and providing comprehensive pharmacy services in the relevant network. The Chief Pharmacist undertakes a governance role for pharmacy services and is responsible for the strategic advancement, implementation and cost efficient delivery of those services.

Key Accountabilities

1. Provide accountability for the legal responsibilities required of a pharmacy service and compliance with NSW Health policies and relevant standards.
2. Manage the provision of pharmacy services within the hospital(s), including planning and coordinating services and providing subject matter expert advice to ensure the most appropriate, timely and cost efficient delivery of services.
3. Lead and direct the workflow and daily tasks of pharmacy staff to ensure pharmacy functions are performed in accordance with legislation and approved policy and procedures. Ensure safe and appropriate staffing levels and skill mix to meet operational need.
4. Provide direct clinical pharmacy services to hospital patients and clients including medication supply, medication order review and reconciliation, antimicrobial stewardship, adverse drug reaction management, therapeutic drug monitoring, provision of medicines information and consultation with prescribers to maximise safety, efficacy and cost- effectiveness of medication use.
5. Actively manage and participate in quality activities, accreditation processes, incident monitoring and provide representation and recommendations to committees and hospital management on all matters pertaining to the formulary, quality of pharmacy services and medication safety.
6. Develop and demonstrate cultural competence and respect for diversity, working to improve the health outcomes of patients and clients.

Position Description

Key Challenges

1. Balancing clinical and resource decision making to ensure individualised person-centred care delivery in the face of changing priorities and community expectations.
2. Ability to communicate well in a service that is located in various locations across a large geographic area.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this program. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Multidisciplinary Team	Collaborate over patient/client care
2	Community Pharmacies and Health Care Providers	Liaise with external providers to ensure continuity of care on discharge from the hospital.

Staffing

Direct Reports	6.0 FTE TBC
Indirect Reports	6.0 FTE TBC

Essential Requirements

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

Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Pharmacist.
2. Demonstrated successful managerial and clinical experience in a hospital pharmacy.
3. Demonstrated high level ability to communicate with health care professionals and patients/clients.
4. Ability to effectively manage and lead a team of direct reports.
5. Demonstrated ability to work independently and as part of a multi-disciplinary team with a high degree of self-motivation and ability to effect practice change.
6. Postgraduate qualifications relevant to hospital pharmacy practice.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Specialty Pharmacist – Mental Health
Award	Health Employees Pharmacists (State) Award
Position Classification	Proposed Pharmacist Grade 3 (subject to grading)
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Specialty Pharmacist Mental Health is responsible for managing and providing pharmaceutical care to individual patients and act as a resource pharmacist in the area of mental health drug and alcohol. This includes providing tailored education and training for medical, pharmacy and nursing staff.

Key Accountabilities

1. Provide comprehensive pharmaceutical care to individual patients and act as a resource pharmacist in the area of mental health drug and alcohol, including education and training for medical, pharmacy and nursing staff.
2. Provide direct clinical pharmacy services to hospital patients and clients including medication supply, medication order review and reconciliation, antimicrobial stewardship, adverse drug reaction management, therapeutic drug monitoring, provision of medicines information and consultation with prescribers to maximise safety, efficacy and cost-effectiveness of medication use.
3. Collate and disseminate information for prescribers, management, relevant committees and other stakeholders on medication usage and concordance with guidelines.
4. Actively manage and participate in quality activities, accreditation processes, incident monitoring and provide representation and recommendations to committees and hospital management on all matters pertaining to the formulary, quality of pharmacy services and medication safety.
5. Play a key leadership role in addressing and achieving the National Safety and Quality Health Service Standards with respect to mental health.
6. Contribute to specialty and advisory groups.

Key Challenges

1. Balancing clinical and resource decision making to ensure individualised person-centred care delivery in the face of changing priorities and community expectations.
2. Ability to communicate well in a service that is located in various locations across a large geographic area.

Position Description



Key Relationships	
Who?	Why?
Internal Relationships	
1 Line Manager	Escalate issues, keep informed, advise and receive direction
2 Colleagues	Lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3 Multidisciplinary Team	Collaborate over patient/client care
Does this role routinely interact with external Stakeholders?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1 Community Pharmacies and Health Care Providers	Liaise with external providers to ensure continuity of care on discharge from the hospital.
2 Specialty networks and expert advisory groups	Participate in discussions and disseminate information to stakeholders
Staffing	
Direct Reports	0.0 FTE TBC
Indirect Reports	0.0 FTE TBC
Essential Requirements	
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Pharmacist. 2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 	
Selection Criteria	
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Pharmacist. 2. Demonstrated clinical experience in providing clinical pharmacy services to hospital mental health drug and alcohol inpatients. 3. Demonstrated high level ability to communicate with health care professionals and patients/clients. 4. Demonstrated success in implementing quality improvement initiatives concerning mental health drug and alcohol in the hospital setting. 5. Demonstrated ability to work independently and as part of a multi-disciplinary team with a high degree of self-motivation and ability to effect practice change. 6. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 	

Position Description Proposed



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Role Details

Position Title	Nurse Manager/DONM NM 7 GENERIC
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	Proposed Nurse Manager Grade 7 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	Yes
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>The Nurse Manager/Director of Nursing/Midwifery coordinates day to day clinical services facility management, workforce leadership and direction and facilitates learning and development to achieve people focused quality care.</p> <p>In collaboration with the Network General Manager, is responsible for organisational management of the facility clinical service delivery to meet quality indicators and relevant performance targets.</p>

Key Accountabilities

1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets professional standards of practice ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
2. Manage and direct patient care services for the facility while maintaining collaborative working relations with clinicians and managers to deliver efficient and effective coordination of patients and staff ensuring safe, appropriate staffing levels and skill mix to meet patient care needs, achieve improved patient safety, experience and quality outcomes.
3. Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing and midwifery workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce
4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations whilst ensuring high quality priority services within the resource allocation.
5. In collaboration with the General Manager and LHD Executive teams contribute/lead the development and implementation of local planning including but not limited to, emergency management, business /clinical service planning, new/changed models of care. drive and coordinate organisational change required to implement and ensure sustainability

Position Description Proposed

6. Establish and foster relationships with internal partners/external stakeholders and grow links to meet local and district priorities and directions for clinical service delivery, quality and safety and human resource management to support the functioning of the role.
7. Develop and maintain relationships with other health facilities, primary and community based services to reduce readmission, help our community's lead healthy lives and encourage self-management at home through successful transfer of care planning, coordination and enhance organisational performance.

Key Challenges

1. Managing changes in process and practice whilst maintaining a harmonious and effective work Environment
2. Balancing clinical and resource decision making within finite resources
3. Meeting performance requirements

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction and support, escalate issues and share information
2	Team	Convene and participate in meetings, share information and provide advice on issues
3	Stakeholders	Manage relationships with other teams within the facility and work collaboratively with teams across the LHD
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	Service Providers and External Stakeholders	Ensure service runs efficiently & represent the facility clinical services at district and local level both inside and outside the organisation

Staffing

Direct Reports	FTE will be site/service specific
Indirect Reports	FTE will be site/service specific

Essential Requirements

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of current Class C drivers licence and an ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Selection Criteria

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Demonstrated advanced communication and negotiation skills together with senior management abilities in change management, conflict resolution, mediation and negotiation with the capacity to influence local communities, health professionals, health interest groups and staff.
3. Evidence of a successful record in meeting budgets, the ability to develop financial efficiency strategies and meet service targets.

Position Description Proposed

4. Proven leadership ability to motivate and inspire staff, lead and develop effective teams and drive a patient care environment focused on continuous quality improvement, and formulating new approaches to service delivery.
5. Demonstrated ability to develop and implement strategic plans across multiple services within and across health facilities.
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to manage a changing health care environment, evaluate and incorporate emerging trends using innovative improvement strategies.

Position Description Proposed



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Role Details

Position Title	Nurse Manager DONM/DON – GENERIC NM 6
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	NM 6
Stafflink position number	
Does this role manage or supervise others?	Yes
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>The Nurse Manager/ Director of Nursing/Midwifery coordinates day to day patient care services, facility management, workforce leadership and direction and facilitates learning and development to achieve people focused quality care.</p> <p>In collaboration with the Network General Manager, is responsible for organisational management of the facility clinical service delivery to meet quality indicators and relevant performance targets.</p>

Key Accountabilities

1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets professional standards of practice ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
2. Manage and direct patient care services for the facility while maintaining collaborative working relations with clinicians and managers to deliver efficient and effective coordination of patients and staff ensuring safe, appropriate staffing levels and skill mix to meet patient care needs, achieve improved patient safety, experience and quality outcomes.
3. Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing and midwifery workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce
4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations whilst ensuring high quality priority services within the resource allocation.
5. In collaboration with the General Manager and LHD Executive teams contribute/lead the development and implementation of local planning including but not limited to, emergency management, business /clinical service planning, new/changed models of care. drive and coordinate organisational change required to implement and ensure sustainability

Position Description Proposed

6. Establish and foster relationships with internal partners/external stakeholders and grow links to meet local and district priorities and directions for clinical service delivery, quality and safety and human resource management to support the functioning of the role.
7. Develop and maintain relationships with primary and community based services to reduce readmission, help our community's lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination

Key Challenges

1. Managing changes in process and practice whilst maintaining a harmonious and effective work Environment
2. Balancing clinical and resource decision making within finite resources
3. Meeting performance requirements

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction and support, escalate issues and share information
2	Team	Convene and participate in meetings, share information and provide advice on issues
3	Stakeholders	Manage relationships with other teams within the facility and work collaboratively with teams across the LHD
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	Service Providers and External Stakeholders	Ensure service runs efficiently & represent the facility clinical services at district and local level both inside and outside the organisation

Staffing

Direct Reports	FTE will be site/service specific
Indirect Reports	FTE will be site/service specific

Essential Requirements

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of current Class C drivers licence and an ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Selection Criteria

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Demonstrated advanced communication and negotiation skills together with senior management abilities in change management, conflict resolution, mediation and negotiation with the capacity to influence local communities, health professionals, health interest groups and staff.
3. Evidence of a successful record in meeting budgets, the ability to develop financial efficiency strategies and meet service targets.

Position Description Proposed

4. Proven leadership ability to motivate and inspire staff, lead and develop effective teams and drive a patient care environment focused on continuous quality improvement, and formulating new approaches to service delivery.
5. Demonstrated ability to develop and implement strategic plans across multiple services within a Facility.
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to manage a changing health care environment using innovative improvement strategies.
7. Evidence of current Class C drivers licence and an ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Position Description Proposed

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Role Details	
Position Title	Nurse Manager/DONM – Generic NM 5
Award	Public Health System Nurses’ and Midwives (State) Award
Position Classification	Nurse Manager Grade 5
Stafflink position number	
Does this role manage or supervise others?	Yes
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>The Nurse Manager/ Director of Nursing/Midwifery coordinates day to day patient care services, facility management, workforce leadership and direction and facilitates learning and development to achieve people focused quality care.</p> <p>In collaboration with the Network General Manager, is responsible for organisational management of the facility clinical service delivery to meet quality indicators and relevant performance targets.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets professional standards of practice ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations. 2. Manage and direct patient care services for the facility while maintaining collaborative working relations with clinicians and managers to deliver efficient and effective coordination of patients and staff ensuring safe, appropriate staffing levels and skill mix to meet patient care needs, achieve improved patient safety, experience and quality outcomes. 3. Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing and midwifery workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce 4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations whilst ensuring high quality priority services within the resource allocation. 5. In collaboration with the General Manager and LHD Executive teams contribute to the development and implementation of local planning including but not limited to, emergency management, business /clinical service planning, new/changed models of care. drive and coordinate organisational change required to implement and ensure sustainability

Position Description Proposed

6. Establish and foster relationships with internal partners/external stakeholders and grow links to meet local and district priorities and directions for clinical service delivery, quality and safety and human resource management to support the functioning of the role.
7. Develop and maintain relationships with primary and community based services to reduce readmission, help our community's lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination

Key Challenges

1. Managing changes in process and practice whilst maintaining a harmonious and effective work Environment
2. Balancing clinical and resource decision making within finite resources
3. Meeting performance requirements

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction and support, escalate issues and share information
2	Team	Convene and participate in meetings, share information and provide advice on issues
3	Stakeholders	Manage relationships with other teams within the facility and work collaboratively with teams across the LHD
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	Service Providers and External Stakeholders	Ensure service runs efficiently and represent the facility clinical services at district and local level both inside and outside the organisation

Staffing

Direct Reports	FTE will be site/service specific
Indirect Reports	FTE will be site/service specific

Essential Requirements

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of current Class C drivers licence and an ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Selection Criteria

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Demonstrated advanced communication and negotiation skills together with senior management abilities in change management, conflict resolution, mediation and negotiation with the capacity to influence local communities, health professionals, health interest groups and staff.
3. Evidence of a successful record in meeting budgets, the ability to develop financial efficiency strategies and meet service targets.

Position Description Proposed

4. Proven leadership ability to motivate staff, lead and develop effective teams and drive a patient care environment focused on continuous quality improvement, and formulating new approaches to service delivery.
5. Demonstrated ability to implement strategic plans across multiple services within a facility.
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to manage a changing health care environment using innovative improvement strategies.
7. Evidence of current Class C drivers licence and an ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Position Description Current



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Role Details

Position Title	Deputy Nurse Manager – NM 3 Generic
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	Proposed Nurse Manager Grade 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Deputy Nurse Manager coordinates patient flow and patient care services across the designated facility/s and provides leadership and support to Nursing Unit Managers to enable safe, effective quality patient care and improved patient experiences.

Key Accountabilities

1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for nursing staff that supports learning and meets professional standards of practice ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations.
2. Coordinate and manage direct patient care services, patient flow, transfer of care and bed management for the facility inpatient admissions and outpatients presentations to ensure patients receive the right care and treatment in the right place at the right time
3. Implement strategies and foster links between inpatient units, tertiary services, General Practitioners and community based services to support the service in meeting targets related to patient flow and performance.
4. Provide leadership and direction to the Nursing Unit Managers to deliver efficient and effective coordination of patients and staff ensuring safe, appropriate staffing levels and skill mix to meet patient care needs, achieve improved patient safety, experience and quality outcomes.
5. Participate in the management of nursing services to meet quality indicators internal and external performance requirements and relevant targets for sustainable access, bed utilisation and patient flows.
6. Support the Nursing Unit Managers to implement strategies for the effective, timely recruitment of staff and monitor the professional development, capabilities and utilisation of the nursing and midwifery workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce.

Key Challenges

1. Managing changes in process and practice whilst maintaining a harmonious and effective work environment

Position Description Current



2. Balancing clinical and resource decision making within finite resources such as managing bed pressure or matching patient demands to staffing resources and clinical skills
3. Meeting performance targets

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information
2	Team	Convene and participate in meetings, share information and provide advice on issues and communicate patient movements
3	Stakeholders	Manage relationships and work collaboratively with other teams across the services facilities
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Provide information, investigate, action and respond to feedback
2	Service providers and external Stakeholders	Provide information for discharge/transfer as required to ensure patients receive external services in a timely way.

Staffing

Direct Reports	FTE relevant to site/service/department
Indirect Reports	FTE relevant to site/service/department

Essential Requirements

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of current Class C drivers licence and an ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Selection Criteria

1. Postgraduate qualification in the field of management or associated fields and or equivalent work experience or a combination of study and work experience in management.
2. Demonstrated high level capacity to manage clinical services together with the ability to utilise a broad range of communication strategies including negotiation and consultant skills.
3. Demonstrated experience in service development and planning together with the ability to apply problem-solving strategies, quality improvement programs with proven ability in meeting service targets.
4. Proven ability to develop/contribute to, and advance the operational/business plans for nursing services, manage the process of organisational change, develop, monitor and evaluate nursing resource allocations.
5. Experience and ability in accessing, acquiring and utilising a sound and contemporary knowledge of professional and management issues, with a commitment to ongoing professional development.

Position Description Proposed



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Role Details	
Position Title	Nurse Manager NM 2 Generic
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	Proposed Nurse Manager Grade 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Deputy Nurse Manager coordinates and manages clinical care services and resources, and provides leadership and direction for staff within a multidisciplinary health care team that supports the Site Nurse Manager in providing an environment that facilitates learning and development of professional standards of practice to achieve people focused quality care.

Key Accountabilities
<ol style="list-style-type: none"> 1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets professional standards of practice ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations. 2. Coordinate and manage direct patient care services, patient flow, transfer of care and bed management for the Ward/Unit inpatient admissions and discharges to ensure patients receive the right care and treatment in the right place at the right time 3. Provide leadership and direction to ward/unit staff to support the efficient and effective coordination of patients and staff across services to ensure safe staffing levels and skill mix is available to meet patient care needs 4. Participate in the management of nursing services with the Site Nurse Manager to meet quality indicators and relevant patient flow and sustainable access targets 5. Support the Site Nurse Manager to implement strategies for the effective, timely recruitment of staff, monitor the professional development, capabilities and utilisation of the nursing to ensure appropriate skilled staff are available to support safe, quality care 6. In collaboration with the Site Nurse Manager manage the day to day operations of the ward/unit services and utilisation to support the achievement of financial targets and budgets

Position Description Proposed



Key Challenges

1. Managing changes in process and practice whilst maintaining harmonious work environment
2. Balancing clinical and resource decision making within finite resources to ensure new models of care are sustainable and evidence based
3. Meeting benchmarks and key performance indicators

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information
2	Team	Participate in meetings, share information and provide advice on issues
3	Stakeholders	Manage relationships and work collaboratively with other teams across the facility
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Provide information, investigate, action and respond to feedback
2	Service providers and external Stakeholders	Provide information for discharge/transfer requirements to ensure patients receive external services in a timely way.

Staffing

Direct Reports	FTE relevant to site/service/department
Indirect Reports	FTE relevant to site/service/department

Essential Requirements

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes.

Selection Criteria

1. Postgraduate qualification in the field of Clinical Management or associated fields and or equivalent work experience or a combination of study and work experience in clinical management.
2. Demonstrated capacity to manage frontline clinical services together with the ability to utilise a range of communication strategies including negotiation and consultation skills.
3. Demonstrated experience in assessing and supervising competence and performance of staff together with the ability to identify strengths and limitations and proven skills in implementing continuous quality improvement programs, policies and procedures.
4. Proven ability to contribute to the implementation of the plans for nursing services, organisational change processes, allocate and manage nursing resources and set nursing priorities
5. Experience and ability in accessing, acquiring and utilising a sound and contemporary knowledge of professional and management issues, with a commitment to ongoing professional development.

Position Description Proposed



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Role Details

Position Title	Maternity Unit Manager MUM 2 Generic
Award	Public Health System Nurse and Midwives (State) Award
Position Classification	Midwifery Unit Manager Level 2
Stafflink position number	
Does this role manage or supervise others?	Yes
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Midwifery Unit Manager coordinates and manages the designated midwifery services and its resources. Provides staff leadership and direction within a multidisciplinary health care team to achieve people focused quality care.

Key Accountabilities

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

Key Challenges

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

Position Description Proposed

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Seek advice and/or report on operational management issues to ensure management is informed. Seek professional leadership and support to ensure development of own professional skills.
2	Medical Staff	Seek advice and clinical leadership on complex clinical cases. Advice/consultation on medical management and follow up to ensure safe, timely clinical care is provided.
3	Work team (multi-disciplinary)	Lead and direct clinical care and practices to meet clinical and operational needs and achieve a seamless and safe delivery of care. Provide support, guidance and direction for practice and/or professional leadership to ensure development of staff expertise and skills.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Women, their families and other relevant parties	Provide advice/information about management care plan communicate clearly to enable informed decision making about care.
2	External healthcare providers/ organisations	Collaboration about diagnostic testing or support requirements for ongoing care after discharge.

Staffing	
Direct Reports	FTE as per site
Indirect Reports	FTE as per site

Essential Requirements
1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Midwife.

Selection Criteria
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Midwife. 2. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict. 3. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures. 4. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes. 5. Demonstrated capacity to manage and coordinate clinical services with proven ability to allocate and monitor resources to meet service and financial performance targets.

Position Description Proposed



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Role Details

Position Title	Nurse Unit Manager NUM 1 GENERIC
Award	Public Health System Nurse and Midwives (State) Award
Position Classification	Nurse Unit Manager Level 1
Stafflink position number	
Does this role manage or supervise others?	Yes
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Nursing Unit Manager coordinates and manages the designated ward/unit or clinical service and its resources. Provides staff leadership and direction within a multidisciplinary health care team to achieve people focused quality care.

Key Accountabilities

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

Key Challenges

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

Position Description Proposed



Key Relationships		
	Who?	Why?
Internal Relationships		
1	Manager	Seek advice and/or report on operational management issues to ensure management is informed. Seek professional leadership and support to ensure development of own professional skills.
2	Medical Staff	Seek advice and clinical leadership on complex clinical cases. Advice/consultation on medical management and follow up to ensure safe, timely clinical care is provided.
3	Work team (multi-disciplinary)	Lead and direct clinical care and practices to meet clinical and operational needs and achieve a seamless and safe delivery of care. Provide support, guidance and direction for practice and/or professional leadership to ensure development of staff expertise and skills.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Individual/s, their families, carers and other relevant parties	Provide advice/information about management care plan communicate clearly to enable informed decision making about care.
2	External healthcare providers/ organisations	Collaboration about diagnostic testing or support requirements for ongoing care after discharge.
Staffing		
Direct Reports		FTE relevant to site/service/department
Indirect Reports		FTE relevant to site/service/department
Essential Requirements		
1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.		
Selection Criteria		
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse. 2. Relevant tertiary qualifications in the field or equivalent work experience, or a combination of study and work experience. 3. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict. 4. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures. 5. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes. 6. Demonstrated capacity to manage and coordinate clinical services with proven ability to allocate and monitor resources to meet service and financial performance targets. 		

Position Description Proposed

Position Description Proposed

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Role Details

Position Title	Nurse Unit Manager NUM 2 Generic
Award	Public Health System Nurse and Midwives (State) Award
Position Classification	Proposed Nurse Unit Manager Level 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	Yes
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Nursing Unit Manager coordinates and manages the designated ward/unit or clinical service and its resources. Provides staff leadership and direction within a multidisciplinary health care team to achieve people focused quality care.

Key Accountabilities

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

Key Challenges

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

Position Description Proposed



Key Relationships		
	Who?	Why?
Internal Relationships		
1	Manager	Seek advice and/or report on operational management issues to ensure management is informed. Seek professional leadership and support to ensure development of own professional skills.
2	Medical Staff	Seek advice and clinical leadership on complex clinical cases. Advice/consultation on medical management and follow up to ensure safe, timely clinical care is provided.
3	Work team (multi-disciplinary)	Lead and direct clinical care and practices to meet clinical and operational needs and achieve a seamless and safe delivery of care. Provide support, guidance and direction for practice and/or professional leadership to ensure development of staff expertise and skills.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Individual/s, their families, carers and other relevant parties	Provide advice/information about management care plan communicate clearly to enable informed decision making about care.
2	External healthcare providers/ organisations	Collaboration about diagnostic testing or support requirements for ongoing care after discharge.
Staffing		
Direct Reports		FTE relevant to site/service/department
Indirect Reports		FTE relevant to site/service/department
Essential Requirements		
<ol style="list-style-type: none"> Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse. 		
Selection Criteria		
<ol style="list-style-type: none"> Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse. Relevant tertiary qualifications in the field or equivalent work experience, or a combination of study and work experience. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes. Demonstrated capacity to manage and coordinate clinical services with proven ability to allocate and monitor resources to meet service and financial performance targets. 		

Position Description Proposed

Position Description



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Role Details	
Position Title	Director Asset Management
Award	Health Managers (State) Award
Position Classification	HSM 5
Stafflink position number	210625
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the matching of service needs with asset solutions, facilitating innovations for asset investment, performance and compliance to support the service objectives of Southern NSW Local Health District (SNSWLHD). Accountable for ensuring effective financial management, resource allocation and control, monitoring and reporting of asset services across SNSWLHD.

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide professional strategic advice and direction on all areas of asset portfolio to Executive Leadership Team and senior managers in relation to the management and operations of the extensive asset base required to support service objectives, priorities and related functions across the district to ensure safe and compliant facilities. 2. Lead and oversee the overall performance of all aspects of asset management functions across a complex portfolio with competing priorities and demands and implement systems to ensure continual improvement processes are implemented toward a culture of asset management maturity generally in line with MoH and NSW Health strategies. 3. Lead the development and implementation of strategic asset management planning, quality maintenance procedures and lifecycle modelling based on risk management processes to deliver increased efficiency and effectiveness in dynamic and challenging environments. 4. Establish and maintain stakeholder relationships through exceptional interpersonal, negotiation, problem solving and communication stakeholders skills to ensure development and coordination of asset solutions. 5. Drive the development, evaluation and implementation of strategic business plans, while being directly accountable for expenditure and resources to ensure they are acquired and utilised in an efficient and effective manner. 6. To manage, review, challenge and support strategic asset planning issues as they arise and make strategic decisions relating to asset management, planning and policy.

Position Description

7. Maintain high level knowledge of relevant legislation, policies, frameworks, trends and use activity analytics and reporting to achieve compliance and governance outcomes, and provide monitoring against targets that drive improved service performance.
8. Role model organisational values and lead a multi-disciplinary team to meet statutory requirements and ensure availability of safe and compliant facilities for provision of quality patient, client and consumer care.

Key Challenges

1. Creating a consistent and high level of compliance with asset management objectives and strategies as a key mainstream management obligation and performance expectation in a challenging health service environment, with the responsibility of matching the service needs with resources, facilitating innovative solutions and continuation of services and service delivery in line with operational needs.
2. Operate within the confines of available budget, resource and policy restrictions whilst maintaining continuation of services and service delivery in line with the operational needs of the district.
3. Development and use of evidence based decision making processes and professional advice to executive.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information.
2	Work Team / Direct Reports	Provide advice, coaching and mentoring, share information and coordinate workload.
3	Executive and Senior Staff	Provide briefings, status updates, advice, subject matter experts, share information, facilitate decision making.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	MoH, Other Health & Government Agencies.	Give and receive direction, share information, collaborative direction setting, resource sharing.
2	Contractors, Consultants, Vendors	Obtain subject matter expertise, provide direction and advice.

Staffing

Direct Reports	5.00 FTE
Indirect Reports	38.58 FTE

Essential Requirements

1. Recognised tertiary qualifications within the engineering discipline preferably within electrical, mechanical or building services, and/or demonstrated equivalent or relevant professional experience gained in large more complex working environments.
2. Evidence of a current class C driver's license. Ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Selection Criteria

1. Recognised tertiary qualifications within the engineering discipline preferably within electrical, mechanical or building services, and/or demonstrated equivalent or relevant professional experience gained in large more complex working environments.
2. Demonstrated successful experience at a senior level in public or private sectors in the management of asset management services or related areas preferably in the health care industry.

Position Description

3. Demonstrated successful experience and skills in both the development and implementation of asset management policies, processes and technology including strategic approaches applicable to the effective management and co-ordination of assets in the health services or related fields.
4. Demonstrated ability and knowledge in strategic planning processes, with particular reference to service planning and the asset planning activities and processes associated with those services.
5. Demonstrated experience in balancing the service needs with asset solutions and facilitate compliant and innovative, cost effective and efficient solutions for asset provision, in line with the strategic, asset, and clinical service plans and budget in a challenging health service environment.
6. Evidence of successful experience in the management of key stakeholder expectations through application of well-designed preventative, reactive, priority critical and emergency maintenance through effective communication, negotiation, expert advice and issues management to ensure stakeholders are engaged and deliverables are met.
7. High level performance management capability suitable to lead a multi-disciplinary team to meet statutory requirements and ensure availability of safe and compliant facilities for provision of quality patient, client and consumer care.
8. Evidence of a current class C driver's license. Ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Position Description



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Role Details

Position Title	Manager Asset Security
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role)	Responsible for the implementation and evaluation of security management systems to improve the wellbeing of patients and staff within Southern NSW Local Health District (SNSWLHD).

Key Accountabilities

1. Assist in the implementation and evaluation of security risk management frameworks within SNSWLHD to ensure actual and potential identified risks/hazards are monitored and controlled.
2. Assist in the coordination of Violence Prevention and Management (VPM) training within SNSWLHD to ensure appropriate training has been undertaken.
3. Conduct security audits and assist in the preparation of action plans to decrease the level of security risks; improving safety for patients and staff.
4. Monitor security data and provide reports to senior managers highlighting trends or concerns.
5. Participate in security incident reviews and attend Health and Safety Committee meetings to support local decisions and actions relating to security matters.

Key Challenges

1. Coordinating security audits and monitoring completion of recommendations.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers, Staff	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		

Position Description

<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1	Other LHDs, Ministry of Health, Contractors, Consultants
Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration	
2	

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria	
<ol style="list-style-type: none"> 1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. 2. Demonstrated knowledge of security risk management systems, security legislation, Codes of Practice, policies and procedures. 3. Demonstrated well developed communication and interpersonal skills, including the ability to explain complex concepts and arguments to a variety of audiences. 4. Demonstrated well developed analytical and problem solving skills, including interpretation of complex data. 5. Demonstrated experience in role modelling behaviours associated with embedding a safety culture. 6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 	

Position Description



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Role Details	
Position Title	ICT Risk Management & Security Officer
Award	Health Managers (State) Award
Position Classification	HSM 2
Stafflink position number	676813
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for developing, implementing and maintaining the information security management strategy in accordance with Australian and international standards and best practice to support the business needs and strategic objectives of Southern NSW Local Health District (SNSWLHD) and Murrumbidgee Local Health District (MLHD).

Key Accountabilities	
<ol style="list-style-type: none"> 1. Develop, implement and manage security policies, procedures and management plan to ensure compliance with the security standards of the NSW Government guidelines, Premier's Circular C2004-06 and ISO 779:2001. 2. Manage ICT risk management processes, implement security standards and manage operational procedures in a manner that supports business outcomes and strategic objectives. 3. Implement a program of regular security audits to ensure protective security measures are being implemented effectively and efficiently. Report back to management on existing and proposed operational arrangements to ensure delivery of a high quality service consistent with the specific needs and strategic objectives. 4. Provide advice and training on all aspects of protective security, privacy and security policies to ensure the highest level of productivity is achieved. 5. In conjunction with senior executive, management and Chief Information Officer (CIO), oversee security/fraud incident reporting processes in a manner that supports business outcomes and strategic objectives. 6. Assist in the coordination of and participate in information security incident response processes, the development and ongoing management of business continuity/disaster recovery plans. In the event of a security incident, convene a Computer Incident Response team in accordance with the NSW Health Security Policy for Electronic Personal Health Information. 	

Position Description

Key Challenges

1. Keep abreast of existing and emerging security and risk issues, while maintaining industry best practice to ensure Information Communication Technology (ICT) solutions are fit for purpose.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation. Provide strategic and authoritative advice regarding information security management.
2	Work Team	Facilitate meetings and communication, share information, coordinate workload. Work collaboratively to contribute to achieving the team's business outcomes.
3		
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	NSW Government (including NSW Health)	Receives information relating to existing and emerging security issues.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated ability and expertise to contribute to, or lead, the implementation and ongoing management of an information security environment within a large complex organisation.
3. Demonstrated experience, knowledge and understanding of the AS/NZS779 standard for Information Security Management and its application across a diverse organisation.
4. Demonstrated capability to develop and implement detailed disaster recover/business continuity plans.
5. Demonstrated high level of analytical skills and the ability to develop new or revised approaches to the assessment, development and implementation of information technology and telecommunications systems.
6. Demonstrated ability to manage and prioritise work load to meet set time frames as required by Information Services Unit business drivers.
7. Demonstrated ability to work effectively in a team environment and participate as a constructive team member.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Manager Corporate Services and Projects
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the oversight and leadership of a range of non-clinical functions across a Network; supporting clinical services to deliver high quality person-centred care within budget demands.

Key Accountabilities

1. Lead the strategic planning, implementation and evaluation of the services within the portfolio.
2. Align corporate support service delivery with demand to meet internal and external performance requirements relating to budget, activity and FTE. Take responsibility for leading lean procurement strategies within the Network. Work with the LHD contracts manager to ensure Network contracts are current and appropriate.
3. Develop and maintain collaborative planning and service delivery relationships with a range of stakeholders, including business partners such as Patient Transport Unit (PTU), Asset Management, Security and HealthShare to facilitate flow of information and efficient daily operations
4. Provide authoritative advice, support and guidance to the Network General Manager and team on corporate support business functions including best practise and organisational risk.

Key Challenges

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

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instruction.
2	Team	Convene and participate in meetings, share information and provide advice on issues.

Position Description

3	Stakeholders	Manage collaborative working relationships with internal and external stakeholders.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Service Providers	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on key deliverables.
2	Patients, clients, consumers	Investigate, action and respond to feedback

Staffing

Direct Reports	2.00 FTE TBC
Indirect Reports	30.00 FTE TBC

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated advanced interpersonal, verbal and written communication, consultation and negotiation skills to build and maintain collaborative relationships with a diverse range of stakeholders.
3. Demonstrated skills in leadership and management of multidisciplinary team/s.
4. Demonstrated experience managing a budget and resources within a health environment, including understanding of accrual and reconciliation processes and the preparation and interpretation of common financial reports.
5. Demonstrated planning, analytical, problem solving and report writing skills.
6. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and engage staff in different working groups.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Corporate Services Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the management and performance of a range of non-clinical functions across a Network; supporting clinical services to deliver high quality person-centred care within budget demands. Includes planning in conjunction with supervisors and/or staff where applicable, appropriate capacity building through training, staff support and service development initiatives.

Key Accountabilities

1. Lead and direct the workflow and daily tasks of corporate support services staff across the network to ensure corporate support services functions (including administration and health and security assistance) are performed in accordance with legislation and approved policy and procedures. Ensure safe and appropriate staffing levels and skill mix to meet operational need.
2. Support the network Manager by reporting and advising on financial and operational performance of Support Services within the network.
3. Establish sound business and support relationships.
4. Manage staff effectively and provide feedback and appraisal on individual staff performance.
5. Manage staff rosters and daily staffing, via direct supervisors as applicable, to ensure appropriate coverage of non-clinical services.
6. Ensure staff compliance with mandatory training requirements.
7. Review policy and procedures and ensure compliance with requirements.

Key Challenges

1. Building effective relationships and managing diverse people in diverse roles, across sites to ensure teams work together to meet organisational objectives.
2. Working in a complex environment where there are competing and often rapidly changing priorities which requires balancing workload with clinical demand.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Escalate issues, keep informed, advise and receive direction.
2	Team	Convene and participate in meetings, share information and provide advice on issues.
3	Stakeholders	Manage collaborative working relationships with internal stakeholders.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2		

Staffing	
Direct Reports	0.00 FTE TBC
Indirect Reports	0.00 FTE TBC

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

Selection Criteria	
1.	Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2.	Demonstrated well-developed interpersonal, verbal and written communication, consultation and negotiation skills to build and maintain collaborative relationships with a diverse range of stakeholders.
3.	Demonstrated skills in leadership and management of multidisciplinary team/s.
4.	Demonstrated planning, analytical, problem solving and report writing skills.
5.	Proven success in creating positive team culture through recognising individual strengths, effective change management, conflict resolution and team building.
6.	Demonstrated understanding of processes to meet performance requirements and manage cost centre budgets including FTE.
7.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Manager, Administration Services
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the provision of customer focussed, efficient and effective administrations services across the Network. Directly responsible for leading and coordinating the administrative staff to support the effective functioning of the Network.

Key Accountabilities

1. Lead the development, maintenance and review of administrative processes, systems and procedures to ensure consistent, quality service delivery to patients, consumers and stakeholders.
2. Utilise organisational skills, initiative and judgement to set priorities and manage workflows with limited direction to support service delivery and ensure all activities and tasks are completed in accordance with their identified urgency and priority.
3. Provide support and manage people processes throughout the employee lifecycle such as recruitment, induction, orientation, leave management, rostering, payroll and performance development plan to meet workload through appropriate capability and staffing levels.
4. Prepare, review and deliver reports, documents and correspondence and assist with the interpretation of policy and provision of training and advice for administration functions to support service delivery and clearly communicate required information to a range of stakeholders.
5. Build and maintain effective relationships with staff to facilitate safe and compliant provision of services to deliver high quality patient, client and consumer focused services.
6. Manage and maintain records and records management systems and processes including databases, files and reports in line with policy, best practice and legislation to meet compliance obligations and ensure information is appropriately recorded, retained and available.

Key Challenges

1. Managing competing priorities across the team collaboratively and meeting strict deadlines in a demanding, complex work environment.
2. Utilising judgement and initiative to provide high level administrative support and customer service.
3. Sound knowledge of policies and procedures with the ability to effectively implement.

Position Description

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information.
2	Work Team / Direct Reports	Participate in & convene meetings, share information, coordinate workload.
3	Senior Management	Building relationships and share information and knowledge.
Does this role routinely interact with external Stakeholders?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, Consumers, Clients	
2		

Staffing

Direct Reports	Various FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated experience in leading, coaching, mentoring and managing others to deliver outcomes.
2. Well-developed interpersonal, verbal and written communication and consultation skills to gather and share information and build collaborative relationships with a diverse range of stakeholders.
3. Demonstrated understanding of processes to meet performance requirements and manage cost centre budgets including FTE.
4. Proven time management skills with the ability to meet deadlines and respond to rapidly changing priorities and demands in a complex and high volume multidisciplinary environment.
5. Demonstrated ability to utilise initiative, organisational and problem solving skills to manage workflows and anticipate and meet the needs of management with limited direction.
6. Evidence of ICT and records management skills including the use of databases, applications and systems along with high level use of Microsoft suite of programs.
7. Capacity to produce professional written materials including briefs, plans, analysis, reports and recommendations to inform decision making.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances.

Position Description



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Role Details

Position Title	Health and Security Assistant Manager (Tablelands or Snowy Monaro or Coastal)
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Provides high level management support and leadership to the Network HASA team to ensure the provision of quality and efficient care and service that is safe and secure for patients, visitors and staff.

Key Accountabilities

1. Develop, implement, maintain and review processes, systems and procedures to ensure consistent, quality service delivery that maximises protection of people, property and assets to internal and external stakeholders and the organisation.
2. Lead people, provide support and manage the team including rostering, recruitment, induction, performance management and professional development to achieve budget and performance targets.
3. Develop and maintain rosters and work schedules for all HASA/Wardsperson related activities.
4. Management of security related services to ensure the provision of a safe and secure environment for patients, visitors and staff that complies with internal and external policies, procedures and regulations.
5. Participate in quality management activity programmes and produce reports including annual audits to improve services and meet or exceed quality accreditation standards.
6. Build and maintain effective relationships with staff to facilitate high quality patient, client and consumer focused services in a safe and secure environment.

Key Challenges

1. Manage the day to day work activities of the team, coordinating and allocating staff ensuring the necessary skills and experience are available to meet strict deadlines in a demanding, complex work environment.
2. Exercising judgement and operating independently within delegation to meet competing priorities.
3. Facilitate a climate of quality improvement and ongoing learning for staff to ensure high level patient focused support in a safe and secure environment for patients, staff and visitors.

Position Description

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information.
2	Work Team	Clarify direction, lead discussions and make decisions, propose and implement solutions to issues, provide guidance and regular updates on key projects, and priorities.
3	Team members, NUMs, managers	Participate in/convene meetings, share information, manage workload, efficiency of service and building relationships.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, visitors, consumers and community members	Ensure the provision of a customer focused service, respond to queries and resolve issues.
2	Service providers	Receive queries, identify and escalate issues.

Staffing

Direct Reports	FTE TBC
Indirect Reports	FTE TBC

Essential Requirements

1. Current NSW Security Licence (Class 1A minimum) and the ability to maintain.
2. Current First Aid Certificate (HLTAID003) and the ability to maintain.
3. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. Current NSW Security Licence (Class 1A minimum) and the ability to maintain.
2. Current First Aid Certificate (HLTAID003) and the ability to maintain.
3. Relevant experience in security systems incorporating access control systems, CCTV, independent system units, fixed and portable duress systems.
4. Demonstrated experience in leading, coaching, mentoring and managing the performance of staff by providing ongoing feedback and coaching to deliver outcomes.
5. Well-developed interpersonal, verbal and written communication, consultation and negotiation skills, gather and share information and build and maintain effective collaborative relationships and teamwork with a diverse range of stakeholders.
6. Demonstrated ability to plan, prioritise and allocate work within a team to achieve service delivery outcomes within specified timeframes.
7. Demonstrated ability to utilise initiative, organisational and problem solving skills to manage workflows and anticipate and meet organisational needs.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Manager Patient Flow and Whole of Health Program
Award	Health Managers (State) Award
Position Classification	Proposed Multiclassified (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>Lead, plan and coordinate patient flow and access, using a whole of health approach at Southern NSW Local Health District (SNSWLHD) facilities, and between SNSWLHD, ACT and other relevant agencies to ensure safe, innovative, integrated and efficient service delivery that enhances the care outcomes and experiences of patients and communities.</p> <p>Contribute and collaborate with other services, organisations and Directorates within and external to SNSWLHD to develop and implement services, systems and programs to impact positively on the health of people residing within the Southern NSW region.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead and manage the SNSWLHD Patient Transport Service to ensure that patients receive care in the right place and the right time in the most efficient manner and to enable NSW Ambulance services to be available in the community for clinical emergencies. 2. Provide support to local Networks to ensure that the LHD achieves agreed performance targets including but not limited to emergency treatment performance and transfer of care specified within the LHD Service Level Agreement with NSW Health whilst maintaining expenditure within the budget allocation provided. Ensure key strategies of the Whole of Health program are implemented at an LHD level. 3. Act as the key operational liaison with all relevant services in the ACT on behalf of SNSWLHD. This includes coordinating regular joint operations meetings and progressing work against an agreed work plan. 4. Utilise people and other resources in an efficient and effective manner to deliver high quality services, care outcomes and experiences for patients, carers and the communities. 5. Contribute to the development of strategic, operational and risk management plans to ensure that these are informed by high quality service advice and a focus on the health care needs of the community. 6. Facilitate and deliver an organisational culture which is engaging, responsive, supportive and aligned with the CORE values of the organisation and NSW Health 7. Provide sound and informed advice to the District Director Operations related to all areas of accountability for the position

Position Description

8. Work with the SNSWLHD Executive team and other Directorate staff to achieve the LHD vision, strategy and performance.

Key Challenges

1. Maintaining personal resilience and commitment to service delivery in a changing environment with multiple complex challenges.
2. Ensuring local community involvement in health service planning and development whilst enhancing clinician involvement in decision making and accountability.
3. Maintaining performance across a diverse range of clinical services and settings.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	District Director Clinical Operations	Escalate issues, keep informed, advise and receive instructions.
2	Direct Reports	Clarify direction and expectations; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	Work Team	Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's outcomes.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Primary Health Network	Participate in meetings to develop and implement joint plans and programs to impact positively on the health of the community.
2	Community Consultative Committees/ Ministry of Health / University Partners / Industrial Organisations	Engage, inform, advise and receive advice. Work collaboratively to resolve matters of concern to staff.

Staffing

Direct Reports	9.60 FTE TBC
Indirect Reports	0.00 FTE TBC

Essential Requirements

Selection Criteria

1. Relevant tertiary qualifications and health management experience in a range of settings and contexts.
2. Demonstrated capability in managing and meeting performance targets and budgets.
3. Demonstrated experience in project and service planning that is focussed, progressive and delivers outcomes in accordance with key milestones.
4. Demonstrated capability in building a positive workplace culture whilst leading and managing a multi-disciplinary team.
5. Demonstrated experience in contributing positively to a team environment where mutual success is dependent on collaboration, information sharing and shared accountability.
6. Demonstrated written and oral communication skills including strong negotiation and consultation capabilities.
7. Demonstrated capability in promoting and leading innovation and service development initiatives.

Position Description

- | |
|---|
| <p>8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.</p> |
|---|

Position Description



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Role Details

Position Title	Nurse Manager/NUM, Patient Transport Services
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	Proposed Nurse Manager 1 or NUM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the coordination and daily management of the Southern NSW Local Health District (SNSWLHD) Patient Transport Service in accordance with relevant policy and guidelines including providing clinical oversight of the service to ensure services meet requirements. Provides staff leadership and direction within a multidisciplinary health care team to achieve people focused quality care.

Key Accountabilities

1. Coordinates the daily operations relating to SNSWLHD patient transport service, not limited to but including clinical over sight that supports safe quality patient care during transport.
2. Provide leadership, direction and supervision for multidisciplinary staff that supports learning and meet standards of practice ensuring they understand their role and work within their scope of practice to deliver professional competent care in line with public expectations
3. Adopt the principles of the nursing and midwifery delegation and supervision framework when supporting nursing staff within the work place to deliver safe competent care during transport.
4. Manage the workforce functions by creating and maintaining staffing arrangements that are in compliance with awards and are coordinated effectively to ensure safe staffing levels and skill mix are available to meet individual care needs.
5. Develop and maintain lines of communication with the multidisciplinary health care teams, staff, individuals, their families and visitors to ensure that effective and collaborative communications support the delivery of coordinated person-centred quality care.
6. Manage the financial and physical resources efficiently to achieve activity and financial targets.

Key Challenges

1. Balancing clinical and resource decision making to ensure individualised person-centred care delivery in the face of changing priorities and community expectations.

Position Description

2. Matching service demands & staffing resources to ensure skilled staff are available to deliver safe care
3. Meeting benchmarks and key performance indicators.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction/professional support, share information and escalate issues as required
2	Team	Participate in meetings, share information and provide professional advice on issues.
3	Stakeholders	Develop collaborative relationships with other teams and staff within the LHD to support role.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2	Individual/s, their families, carers and other relevant parties	Provide advice/information about transport plan communicate clearly to enable informed decision making about care.
2	Ministry of Health/HealthShare/NSW Ambulance	Reporting, consultation, and advice on clinical practice and initiatives in relation to patient transport

Staffing

Direct Reports	12.45 FTE TBC
Indirect Reports	0.0 FTE

Essential Requirements

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

Selection Criteria

1. Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA).
2. Relevant tertiary qualifications in Health Management field or equivalent work experience, or a combination of study and work experience.
3. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict.
4. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures.
5. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes.
6. Demonstrated capacity to manage and coordinate clinical services with proven ability to allocate and monitor resources to meet service and financial performance targets.

Position Description



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Role Details

Position Title	Booking and Scheduling Officer
Award	Health Employees Administrative Staff (State) Award
Position Classification	Admin Officer Level 6
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	To receive and process all incoming non-emergency patient transport bookings, answer general inquiries with a customer service focus and schedule all non-emergency requests.

Key Accountabilities

1. Perform timely and accurate processing of non-emergency patient transport bookings and activities, including answering of all inbound calls, managing enquiries, referring of calls and engaging clinician input, to assist the team in delivering patient focused care.
2. Prioritise and coordinate requests with continual review of all pending cases, active cases with resource coordination of the team.
3. Assist with managing and maintaining records and records management systems and processes including accurate data entry, audits and reports to meet the operational need of the team to ensure information is appropriately recorded, retained and available.
4. Establish collaborative relationships with stakeholders to effectively maintain professional working relationships.
5. Actively participate in ongoing training and quality management programs as required that enhance service delivery and competency skills.
6. Assist with the preparation of recommendations on new or improved processes, activities and associated projects to increase the overall effectiveness and efficiency of the unit and other support as required.
7. Support the manager and team with quality activities to ensure ongoing improvement in local processes.

Key Challenges

1. Managing the operational competing priorities of activity, demand and available resources.
2. Displaying initiative and independence in resolving issues while ensuring appropriate communication and negotiation skills when interacting with stakeholders, and maintaining a patient and tolerant approach when under pressure.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Escalate issues, keep informed, advice and receive objectives. Determine support requirements and plan for requested changes. Agree system installation activities and provide feedback on projects
2	Work Team	Facilitate meetings and communication, share information, coordinate workload.
3		
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHD's, Patient Flow Units, NSW Ambulance	Ensure the provision of a customer focused service, respond to queries, process navigation and resolve issues.
2	General Practitioners, Nursing Homes	Ensure the provision of a customer focused service, respond to queries and resolve issues.

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria	
1.	Demonstrated knowledge and capacity to learn computer based booking and scheduling system within the Health environment.
2.	Effective interpersonal, liaison and negotiation skills including excellent listening skills with the ability to establish and maintain effective working relationships with a variety of stakeholders.
3.	Demonstrated ability to manage competing priorities, solve complex operational problems in a timely manner, monitoring and adjusting resource allocation as required.
4.	Demonstrated ability in providing excellent customer service and to interact professionally with clients, managers and staff.
5.	Demonstrated ability to work independently and as a team member and maintain strong team commitment working within an operational environment.
6.	Demonstrated experience in multi-tasking, analysing and interpreting operational information and where attention to detail is essential.
7.	Capacity to mentor and provide one-on-one training to other staff in booking and scheduling functions.
8.	Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Chief Information Officer
Award	Health Managers (State) Award
Position Classification	Proposed HSM 6 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Participate in the development of organisationally aligned ICT strategies to enable the achievement of strategic and operational goals; and lead and manage the organisation's ICT function to maximise returns from ICT investments and improve operational effectiveness.

Key Accountabilities

1. Provide professional strategic advice and direction for ICT matters to Executive and senior managers to support operational and service delivery objectives for quality patient, client and consumer care
2. Drive the development, implementation and integrity of the organisation's ICT strategy, programs of work and architecture ensuring alignment with state-wide initiatives, industry practice and trends
3. Manage the provision of secure and stable ICT services through effective risk management, supporting the workforce and leveraging existing strengths to deliver customer focused services
4. Identify, evaluate and provide advice to the Executive on impacts and opportunities for organisation and user-led innovation and development to deliver ICT solutions that meet internal and external customer needs informed by the emerging healthcare landscape
5. Coach the ICT team to create and maintain highly professional, customer oriented, innovative and future-focused ICT capability
6. Develop, implement and maintain best practice change, people and financial management strategies and frameworks which direct and focus resources and effort to ensure ICT services are delivered on time and within allocated budget
7. Establish and maintain value-based stakeholder, supplier, peer LHD and pillar relationships which support the achievement of fit for purpose technology standards and organisational objectives
8. Role model the organisation's values and lead a geographically dispersed team to meet strategic priorities and ensure availability and effective provision of ICT services

Position Description

Key Challenges

1. Providing resilient leadership to the ICT team to deliver fit for purpose, equitable ICT services across two large and diverse health organisations, whilst maintaining and continually driving customer focussed services and remaining within budget constraints
2. Engage and influence decision makers to align ICT investment with business objectives
3. Maintain currency with industry best practice to ensure ICT solutions are fit for purpose

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction, provide advice and subject matter expertise, escalate issues and share information, ensure activities align with organisational objectives
2	Work Team	Inspire and motivate team, provide direction and manage performance
3	Executive, Senior Management	Provide expert ICT advice and strategy input to influence decisions regarding initiatives such as innovation, change and business improvement; build relationships and influence Executive to adopt recommendations where there are conflicting interests and opinions
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	eHealth NSW, Ministry of Health, Peer LHD's	Establish professional networks and relationships to maintain currency of issues, share ideas and learnings, and collaborate on common responses to emerging and/ or developing issues
2	Vendors, Contractors, Suppliers	Share information, generate solutions, obtain advice, and optimise return on investment for the organisation

Staffing

Direct Reports	6.0 FTE
Indirect Reports	72.90 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification and/ or equivalent experience
2. Proven experience as CIO or similar managerial role with the ability to contextualise within the health environment
3. Excellent communication, influencing and presentation skills
4. Evidence of excellent knowledge of relevant IT systems, architecture and infrastructure
5. Demonstrated analytical and problem-solving capabilities
6. A strong strategic and business mindset
7. Demonstrated track record of leading and delivering BAU programs and project across multiple work streams
8. Ability to foster teamwork and provide leadership to align the ICT approach across two large and diverse health organisations using relevant industry knowledge

Position Description

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Role Details	
Position Title	Manager, ICT Operations
Award	Health Managers (State) Award
Position Classification	HSM 4
Stafflink position number	616816
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the management and directing IT systems architecture and integration, while ensuring these systems and services provided by NSW Health service providers support the business needs and strategic objectives of Southern NSW Local Health District (SNSWLHD) and Murrumbidgee Local Health District (MLHD).

Key Accountabilities
<ol style="list-style-type: none"> 1. Providing professional advice and assistance to the Chief Information Officer (CIO) and Executive leadership teams in issues of policy (including the development & implementation) and operations relating to the management of information technology and associated functions across the districts. 2. Directing and managing Information Technology systems architecture and implementation to meet the needs of the districts in relation to corporate and clinical outcomes. 3. Managing consultation, liaison and contract negotiation with major suppliers of information technology and telecommunications services to the districts. 4. Liaising with senior members of the Health Shared Services provider concerning all facets of Information Technology management and shared services provision. 5. Managing the assessment and evaluation of requests for major purchases of information technology hardware and software for the LHD's and/or individual health facilities. 6. Providing staff leadership, guidance, performance management and mentoring, including the coordination of the Information Services Unit (ISU) on-call roster to ensure adequate support year round. 7. Undertaking research, analysis and assessments for any special project in relation to information technology or related functions authorised by the CIO and prepare appropriate planning and/or implementation strategies, reports, papers, documents and correspondence. 8. Representing the districts and the Chief Executive in negotiations at state or local levels dealing with information technology issues as required. 9. Providing support to the CIO in the preparation of the ISU budget.

Key Challenges

Position Description

1. Managing technological complexities and realising development opportunities whilst meeting the needs of all stakeholders in the districts.
2. Analysing core infrastructure change management processes to develop and mature the process.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Provide strategic and authoritative advice regarding IT systems.
2	Work Team	Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities. Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's business outcomes.
3		
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Vendors, Suppliers	Participate in meetings, define scope for project activities.
2		

Staffing

Direct Reports	2.00 FTE
Indirect Reports	16.84 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated advanced skills in the development and implementation of information technology and telecommunications strategy, architecture and direction.
3. Demonstrated advanced skills in the development, implementation and ongoing monitoring of key operational processes such as change management, capacity management and disaster recovery strategies within a large complex converged IT environment.
4. Demonstrated ability to manage a multi-disciplinary team to deliver agreed outcomes through performance development and feedback.
5. Demonstrated ability to manage outsourced relationships for operations and/or applications coupled with the ability of managing complex environments that includes support for multiple and concurrent projects.
6. Demonstrated high level of analytical skills and the ability to develop new or revised approaches to the assessment, development and implementation of information technology and telecommunications systems.
7. Demonstrated successful history in managing Service Level Agreements from both a customer and provider perspective.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	ICT Integration Analyst
Award	Health Managers (State) Award
Position Classification	HSM 2
Stafflink position number	676814
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the provision of high level professional authoritative advice and assistance in the development, implementation and coordination of all interfaces for clinical and corporate applications to support the coordination and delivery of key health care resources for Southern NSW Local Health District (SNSWLHD) and Murrumbidgee Local Health Districts (MLHD).

Key Accountabilities

1. Focused on supporting, developing and analysing local application interfaces, from an integration and technical information flow perspective.
2. Define and analyse processes and provide specialist advice to enhance or improve business processes.
3. Collaborate and provide specialist technical advice on systems integration projects, including upgrades to interfaced systems or local integration architecture, that impact on the clinical program's supporting integration architecture.
4. Develop scope, analysis, and design specifications for interfaces of new and redeveloped systems.
5. Engage with key stakeholders, including management and end users, to communicate application interface issues and keep them informed regarding the issue resolution and system upgrades.
6. Ensure compliance with all relevant finance, audit, policy, procedures, legislative, and reporting requirements.
7. Manage key projects related to Integration including scope, budget, risks and issues.

Key Challenges

1. The ability to work on multiple projects at the same time within tight deadlines, whilst displaying initiative, resolving difficulties and problems encountered in day to day challenges, providing support while managing customers' expectations relating to IT and resolving clinical and corporate applications to achieve business deliverables.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Work Team	Facilitate meetings and communication, share information, coordinate workload. Work collaboratively to contribute to achieving the team's business outcomes.
3		
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External Stakeholders	Analysis and implementation of clinical and corporate systems.
2		

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria
1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated successful track record in developing, implementing, deployment, and support of health related software interfaces between applications.
3. Significant previous experience in managing the deployment of clinical application projects across a diverse organisation, preferably through the application of an industry recognised project management methodology such as PRINCE2.
4. Demonstrated high level customer service skills and the ability to establish rapport with staff at all levels.
5. Demonstrated ability to effectively communicate with both technical and non-technical people, including other initiatives and external parties as necessary, with a patient and tolerant approach.
6. Demonstrated high level of interpersonal and written communication skills.
7. Demonstrated ability to work independently and collaboratively in a team environment, with a strong team collaborative focus.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	ICT Telecommunications System Support Officer
Award	Health Managers (State) Award
Position Classification	HSM 2
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Telecommunications System Support Officer (TSSO) is responsible for providing telecommunications technical support and direction for an extensive and complex network and collaborative telecommunications environment for Southern NSW Local Health District (SNSWLHD) and Murrumbidgee Local Health District (MLHD) to ensure delivery of a high quality service consistent with the specific needs and strategic objectives.

Key Accountabilities
<ol style="list-style-type: none"> 1. Dependent on need within the ISU team, TSSO's will be allocated to stream specialisations of either Network Infrastructure or Collaboration Infrastructure. Network infrastructure (WAN, LAN, WLAN, remote access and network security) and collaboration infrastructure (Voice (IP, PABX, voice mail, mobile), voice conferencing, video conferencing, messaging systems, end-user mobile devices). 2. Drive industry best practice and seek out opportunities to support the needs of the districts to deliver high quality support systems across a large and complex environment. 3. Gather, analyse, design and test technical solutions to support operational production environments, test environments, internal innovation, project development and delivery of key performance indicators. 4. Maintenance and support of systems to agreed services levels and system health and participate in an on-call roster. 5. Participate in strategy, architecture and infrastructure projects as subject matter experts to support design and implementation of projects to ensure strategic objectives are achieved. 6. Support telecommunications procurement activities aligned with NSW Health procurement procedures to best support operational activities. 7. Initiate ongoing self- and employer sponsored education to effectively be able to address increasing complexity of technical issues and challenges presented in this environment.

Position Description

Key Challenges

1. Analysing suitability of technology solutions across converging telecommunications sector whilst maintaining currency with industry best practice to ensure solutions are fit for purpose.
2. Develop and maintain relationships with internal and external stakeholders to align strategies with business needs within budget, staffing and time restrictions.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Provide strategic and technical advice to the Collaboration and Connectivity Team Leader to advise decisions regarding ICT initiatives and innovation. Provide reporting on project progress including key issues, constraints and dependencies.
2	Work Team	Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's business outcomes.
3		
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Vendors	Development and review of RFQ and tender specifications; manage vendors and contractors where engaged in system maintenance and project activity.
2	External Stakeholders	Participate in meetings to determine functionality to meet business requirements and negotiate timeframes.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Evidence and duration of expertise through education, training and work experience in network and/or collaboration technologies. Demonstrate breadth of experience, depth of knowledge and ability through interpersonal skills to apply that knowledge.
3. Experience in development of internal innovation, business case compilation and project development with a specific focus on requirements gathering, analysis and design within the telecommunications field.
4. Experience in an operational and project environment regarding implementation, testing and quality assurance.
5. Experience in support and maintenance against agreed service levels across a complex geographically diverse team, and experience in reporting against these service levels and project progress.
6. Experience in writing or contributing to policy, procedures and local ICT standards.
7. Knowledge and experience of procedures relating to change, incident and problem management within an environment comparable to NSW Health.

Position Description

- | |
|---|
| <p>8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.</p> |
|---|

Position Description

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Role Details	
Position Title	ICT Workspace Service Delivery Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	676817
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for providing a seamless end user experience for clinical and corporate staff through the effective management of end user hardware and software, server and application delivery platforms, and infrastructure management systems. Key to the role is managing a team to provide a high level of customer service and support to meet agreed Service Level Agreements (SLAs) and defined Key Performance Indicators (KPIs) and the needs and strategic objectives of both the Murrumbidgee and Southern NSW Local Health Districts (LHDs).

Key Accountabilities
<ol style="list-style-type: none"> 1. Identification and support of end user ICT, including productivity applications, computing devices, desktop phones and mobile devices, system/application access, information management, data storage, and remote access, while promoting the use of appropriate applications and communications tools to improve organisational efficiency across the Health service. 2. Responsible for identification, provisioning and support of critical enterprise IT infrastructure including Active Directory and associated services, server and storage infrastructure, Citrix applications, and configuration management platforms (SCCM/MDM). 3. Improve staff productivity across the organisation through user consultation to identify issues impacting productivity and address/escalate as required. 4. Implement ITIL best practices relating to Information Technology (IT) service delivery including incident, request, change, and asset management to drive efficiency and consistency across the team. 5. 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 our clients. 6. Manage the process for the identification of hardware, software and related products, including technical specifications, development of guidelines and procedures for their purchase, configuration, and ongoing use. 7. Manage projects and resources, including staff and assets, to maximise the achievement of goals, with the required level of skills and performance.

Position Description

8. Implement and manage the performance development framework for the team providing consistent and documented feedback to staff on job performance and development.
9. Ensure compliance to health service cyber security and risk management practices, policy and operational procedures to maintain and improve information privacy, confidentiality, integrity, availability, compliance and assurance.
10. Provide consultative advice in the development of the Information Services Unit (ISU) business plan, budget build-up, development of accurate reporting, and optimisation of resource allocation, in addition to performing other duties as required.

Key Challenges

1. Developing an appropriate balance between the need to address immediate operational issues and the need to plan strategically, with regard to longer term implications and objectives in a complex industry.
2. Develop and maintain detailed knowledge of multiple complex platforms and technologies to enable effective utilisation of enterprise applications and services to support the delivery of patient care.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive and provide direction, escalate issues, share information and process navigation.
2	Team	Clarify direction, lead discussions and make decisions, propose and implement solutions to issues, provide guidance and regular updates on key projects, and priorities.
3	Managers, Senior Managers, Subject Matter Experts	Receive enquiries, share information, provide advice, education and process navigation, and act as secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, eHealth, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.
2		

Staffing

Direct Reports	10.84 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, industry certifications, or equivalent work experience, or a combination of both.
2. Demonstrated experience in the management and optimisation of enterprise IT infrastructure including server, storage, and management platforms (including Active Directory, SCCM, MDM, HyperV, VMWare, and Citrix).
3. Demonstrated experience in the support of end user ICT infrastructure including computers, phones, systems access, application usage, information storage, and remote access that contributes to an improvement in clinical and corporate team efficiency.

Position Description

4. Excellent interpersonal communication, verbal and written skills and demonstrated ability to consult, influence and negotiate effectively with a wide range of internal and external stakeholders and proven evidence of effectively managing organisational change.
5. Demonstrated ability and expertise to motivate and lead a geographically dispersed team to a common goal within a high volume work environment in order to meet key performance indicators and operational benchmarks.
6. Demonstrated high level analytical skills and the ability to develop new or revised approaches to the assessment, development and implementation of solutions relating to information technology.
7. Proven service management experience including incident, request, problem, change, configuration, risk service catalogue, and service level management.
8. Evidence of a current unrestricted driver's licence and the ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Imaging Information Manager
Award	Health Employees Medical Radiation Scientists (State) Award
Position Classification	Radiographer Lvl 5 Grade 1
Stafflink position number	676803
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the operational administration, network management, and acts as the principle contact for Picture Archiving and Communications Systems (PACS) and the Radiology Information System (RIS) across Southern NSW Local Health District (SNSWLHD) and Murrumbidgee Local Health District (MLHD). This includes planning, installation, testing and training to support the strategic objectives of both districts.

Key Accountabilities
<ol style="list-style-type: none"> Collaborate with the key stakeholders as required to facilitate daily system monitoring, storage media monitoring, user management (including providing appropriate database privileges), network management, quality control and performance monitoring, training, system configuration changes and modifications, trouble shooting, maintenance and upgrading to ensure the effective and efficient delivery of medical radiation services to patients. Responsible for the day to day operation of PACS RIS, including managing image workflow, archiving, auto-routing, perfecting RIS validation and expectations handling. Develop related operating standards, policies and procedures whilst identifying and designing future system needs and efficient workflow processes to support existing processes while identifying and allowing for technological advancements. Liaise with other staff members and external resources to ensure that PACS RIS is managed in the most effective way in order to fulfil strategic objectives whilst complying with policies and procedures. Prepare and manage downtime contingency plans, including emergency resource contacts for power, RIS, PACS and network downtimes to support strategic objectives and patient safety during planned or unplanned downtimes.

Key Challenges
<ol style="list-style-type: none"> Understand the complexity of Information Management Technology in health care settings and be able to bridge the gap between clinical use of systems and effective technical utilisation.

Position Description

Key Relationships		
	Who?	Why?
Internal Relationships		
1	Manager	Provide strategic and authoritative advice regarding medical imaging applications and achievement against KPIs.
2	Work Team	Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's business outcomes. Clarify direction; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3		
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External Stakeholders	Analysis and implementation of clinical and corporate systems from NSW Health and Health Support Services.
2	Vendors, Suppliers	Participate in meetings, upgrades, projects with vendors (including negotiation of local resources to assist with testing and validation).

Staffing	
Direct Reports	4.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria
1. A Bachelor of Medical Radiation Science in Diagnostic Radiography or equivalent and be eligible for a Statement of Accreditation issued by the Australian Institute of Radiography, with a current radiation licence as issued by the NSW Environment Protection Authority (EPA) and current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Diagnostic Radiographer.
2. Significant experience as a PACS RIS Administrator within a large health district/organisation across multiple facilities.
3. Demonstrated experience with Medical Imaging Department workflows, processes, terminology, modalities and technologies.
4. Demonstrated understanding of DICOM standards, HL7 interfacing, PACS interfacing, IT networks, software programming and communication systems. Associated post-graduate/graduate qualifications highly desirable.
5. Previous management experience in PACS RIS related implementation projects and supervisory ability.
6. Ability to learn new applications quickly to the point of being able to provide support to users efficiently with little supervision.
7. Excellent verbal, communication, problem solving, analysing, organising and change management skills in the implementation of Diagnostic Imaging support environments and structured testing.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Web Developer
Award	Health Managers (State) Award
Position Classification	HSM 2
Stafflink position number	If known – if multiple positions numbers, leave blank
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for supporting the planning, implementing and maintaining Southern NSW Local Health District (SNSWLHD) and Murrumbidgee Local Health District's (MLHD) web based platforms.

Key Accountabilities

1. Plan, develop / test, implement and analyse new web features, functions and applications to communicate the works and functions of both districts.
2. Participate in a variety of projects which have a web focus / impact.
3. Act as a liaison with internal staff and provide effective support and training to end users of digital services and products.
4. Anticipate and resolve technical matters as they arise, and maintain appropriate web infrastructure.
5. Research and deliver high quality web products, recommend innovative solutions to identified and emerging problems and ensure the LHDs digital communications services are continually improved.
6. Ensure compliance with web governance policies and industry best practice and best practice principles.
7. Work with the manager and senior management to prioritise workloads and work collaboratively to support the delivery of web and ICT projects.

Key Challenges

1. Harness the opportunities emerging technologies present to the districts, while working within governance and district ICT infrastructure and budgets.
2. Develop and maintain strong, collaborative working relationships with a wide range of stakeholders, who may have competing views.
3. Assist in the delivery of multiple projects concurrently with at times competing priorities

Position Description

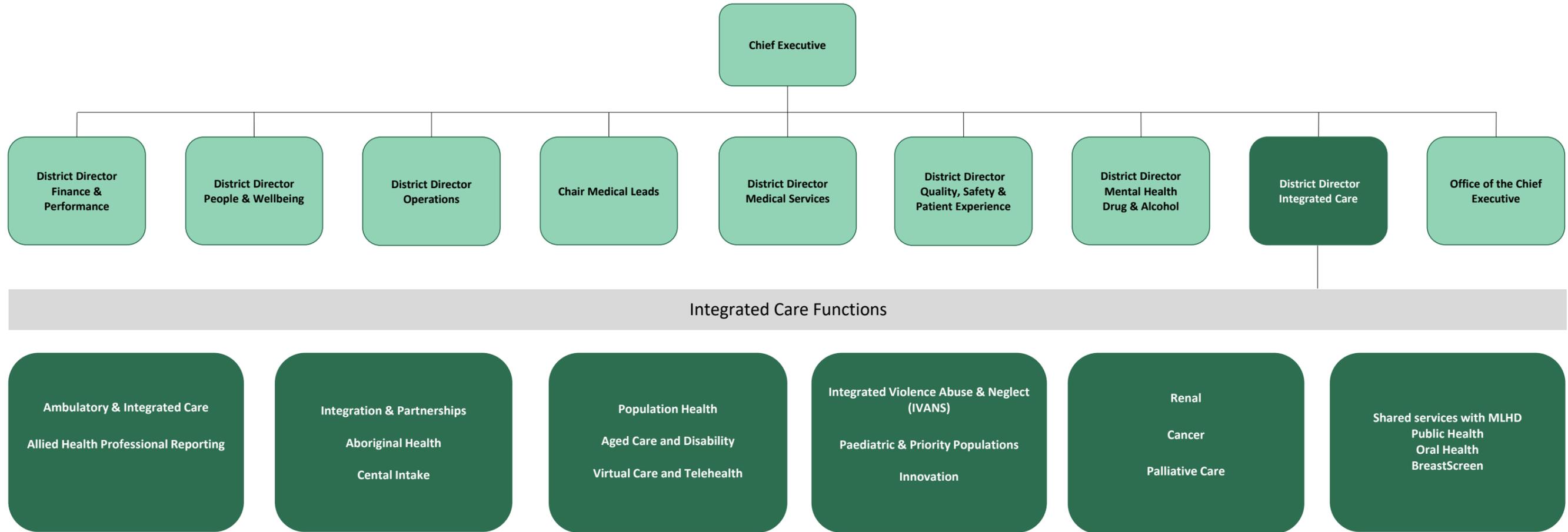
Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Provide strategic and technical advice to influence decisions regarding priorities and proposed initiatives. Provide feedback against identified priorities and objectives.
2	Team	Participate in meetings to obtain the work group perspective, share information and work collaboratively to contribute to achieving the team's business outcomes.
3	Customers, Clients, Consumers	Provide reliable advice and assist with solving issues.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Vendors, Suppliers, Contractors	With the support of Manager, escalate issues requiring vendor resolution, and provide support to Management in managing ongoing maintenance of web platforms and associated projects of work.
2		

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

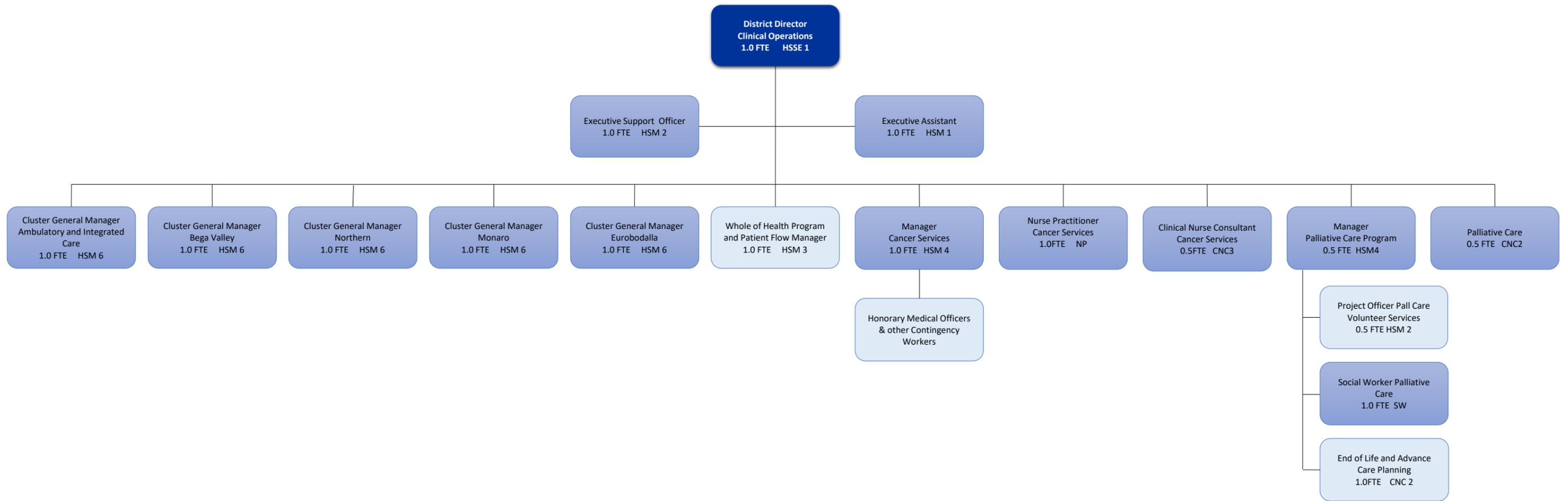
Essential Requirements	
1.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria	
1.	Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2.	Demonstrated experience in developing and implementing contemporary web concepts and online publishing trends, functions and applications, including the ability to critique content to ensure web governance standards are met, and experience in using systems which support this.
3.	High level customer service skills and proven track record of providing support and training to technical and non-technical users, in a variety settings and modes.
4.	Ability and willingness / experience working as part of varied project teams which extend beyond ICT.
5.	Demonstrated time management capabilities to manage multiple and competing priorities, meet tight deadlines, maintaining strong attention to detail.
6.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Proposed Integrated Care Functions 25/08/2020



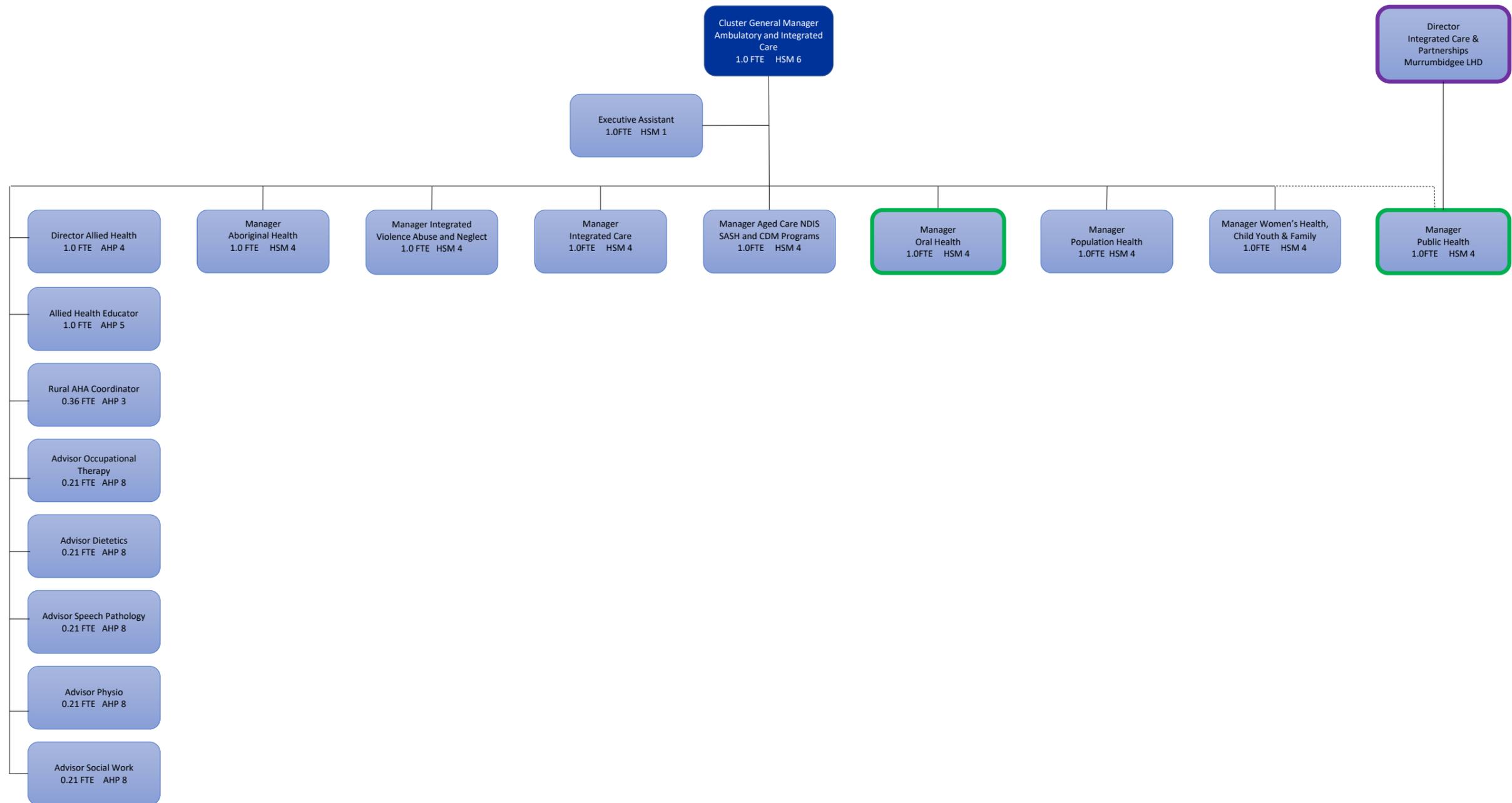
Current Clinical Operations Leadership Structure 19/06/2020



Key:



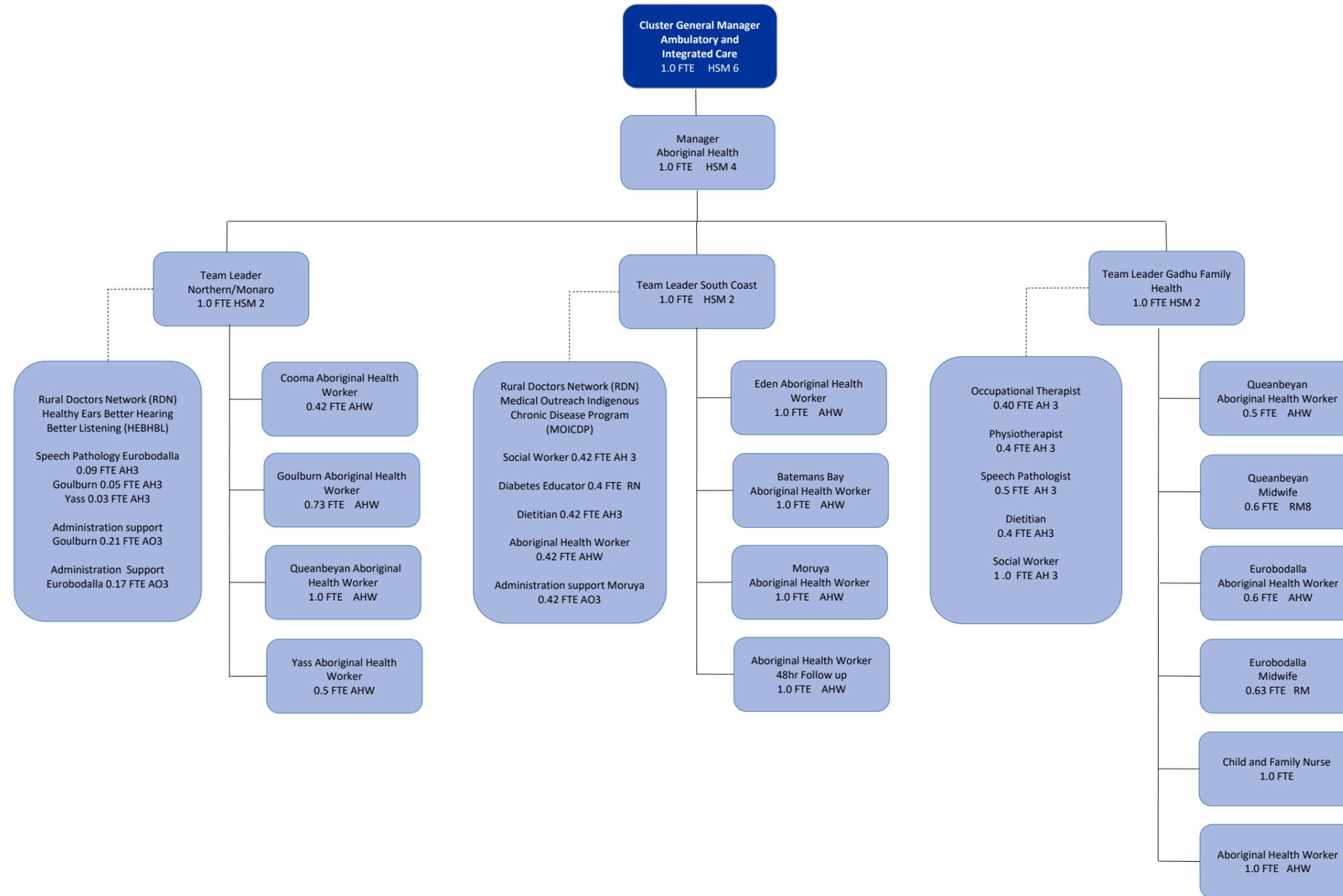
Current Ambulatory and Integrated Care Structure 19/06/2020



Key:



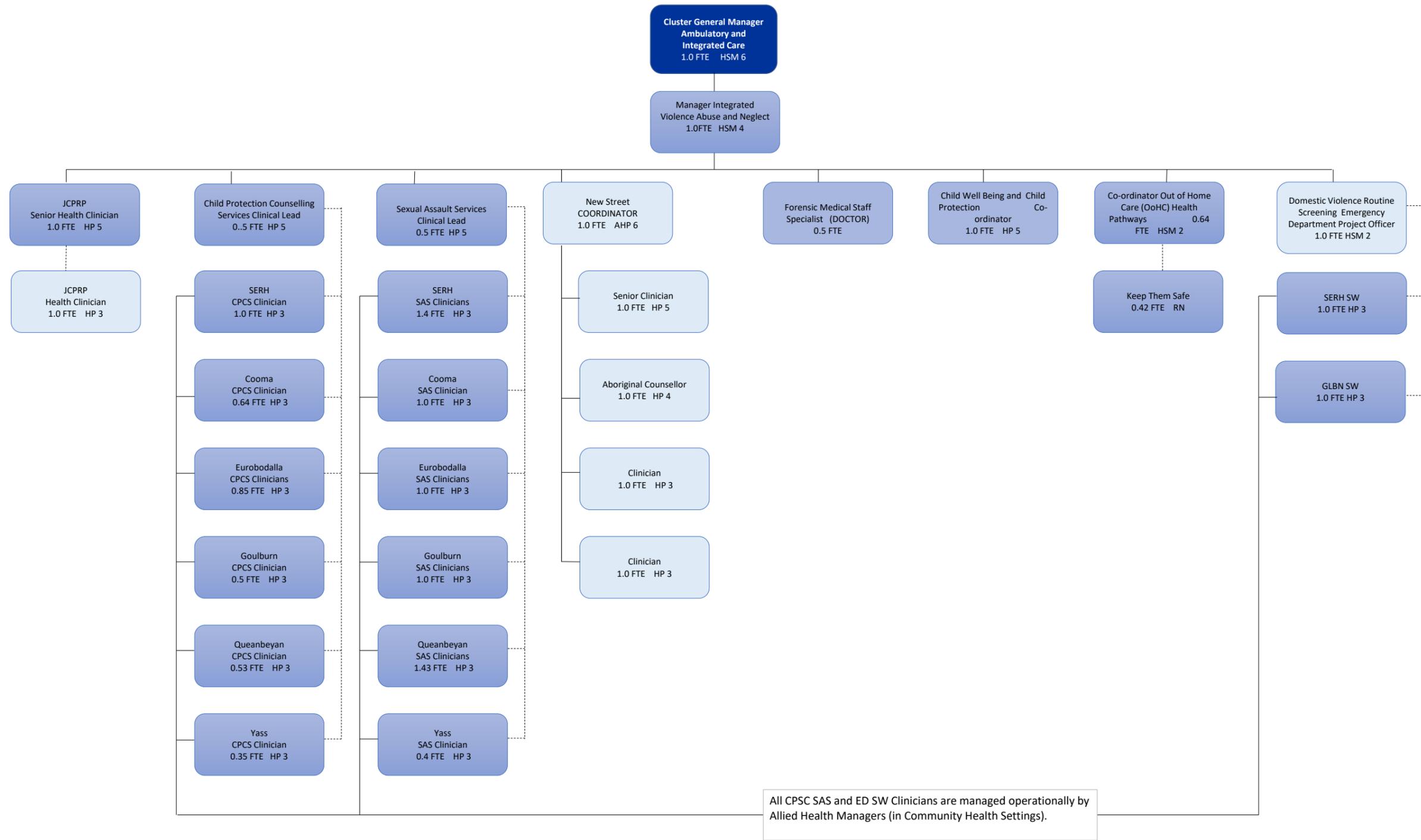
Current Aboriginal Health Structure 19/06/2020



Key:



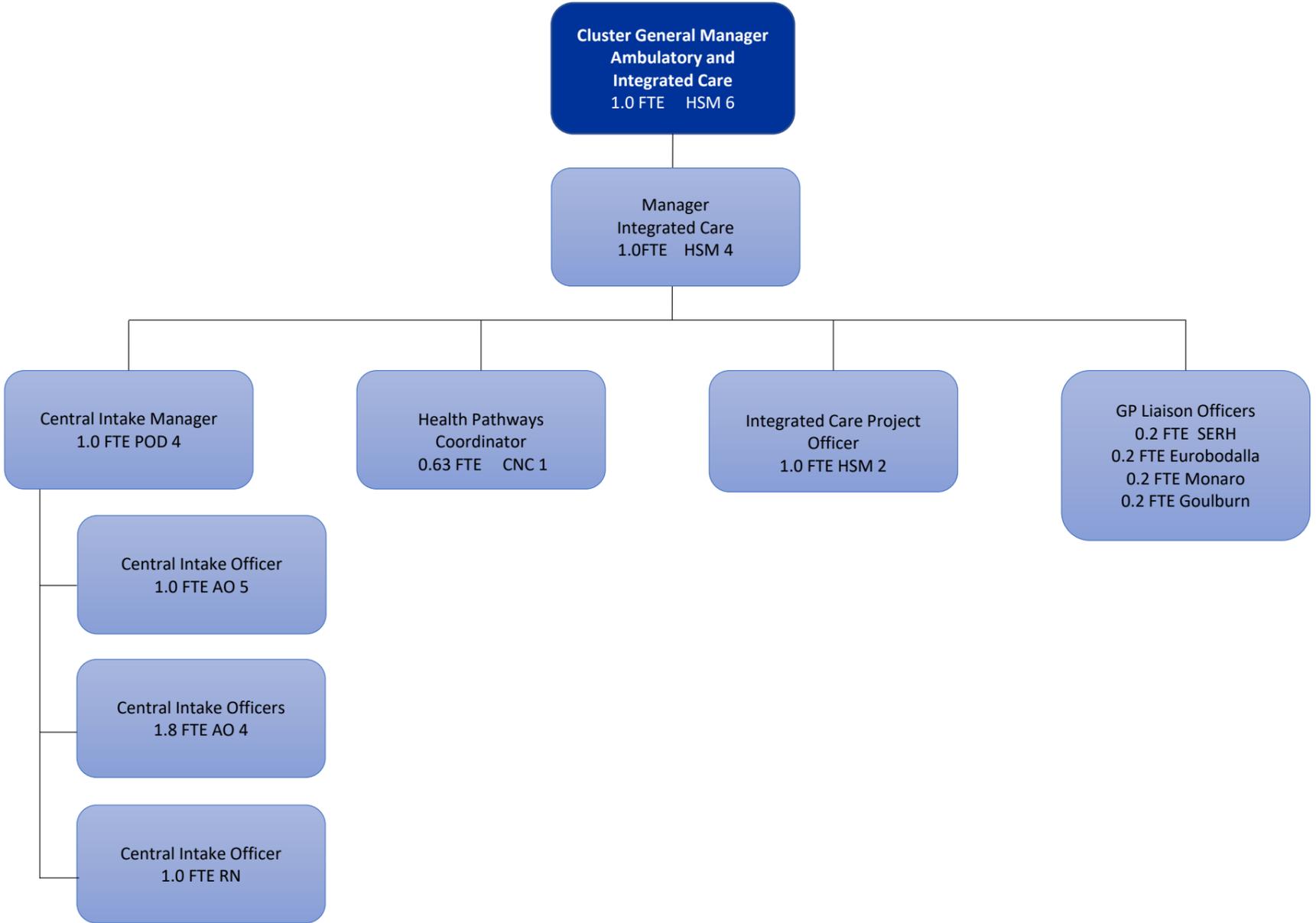
Current Integrated Violence Abuse and Neglect (IVANS) Structure 19/06/2020



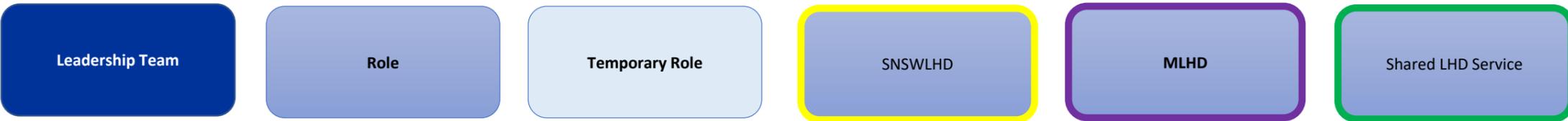
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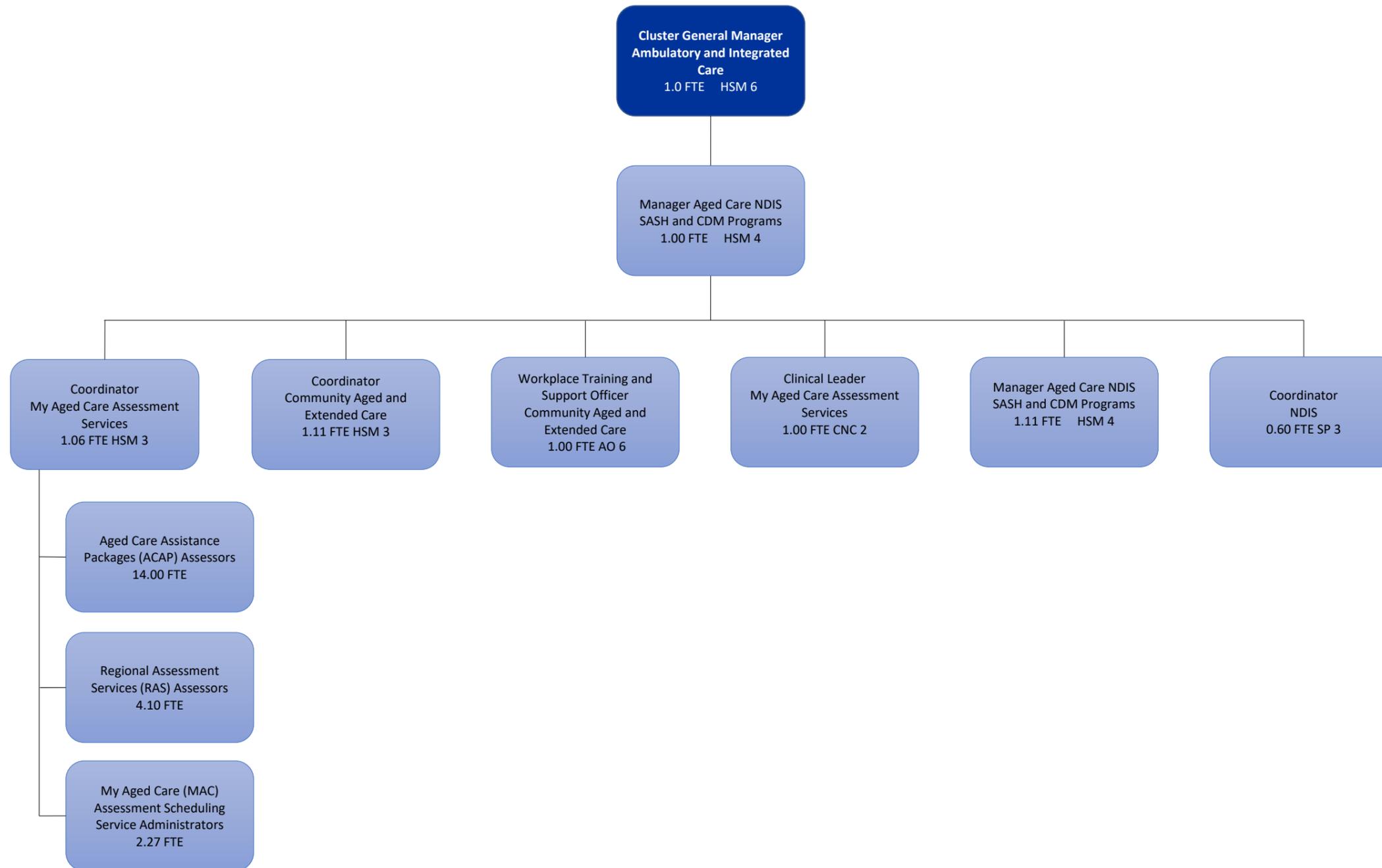
Current Integrated Care Structure 19/06/2020



Key:



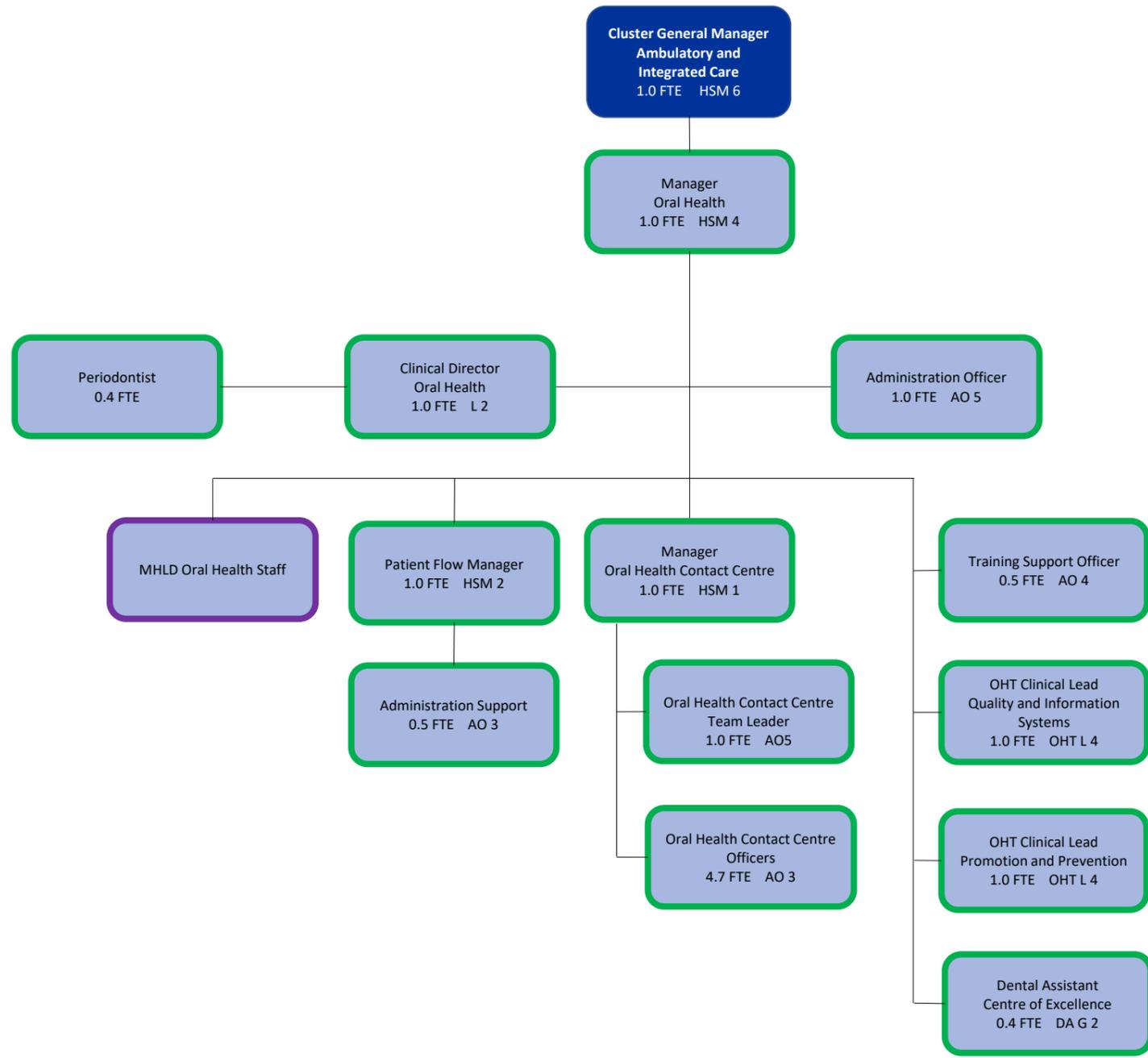
Current Aged Care & Disability Structure 19/06/2020



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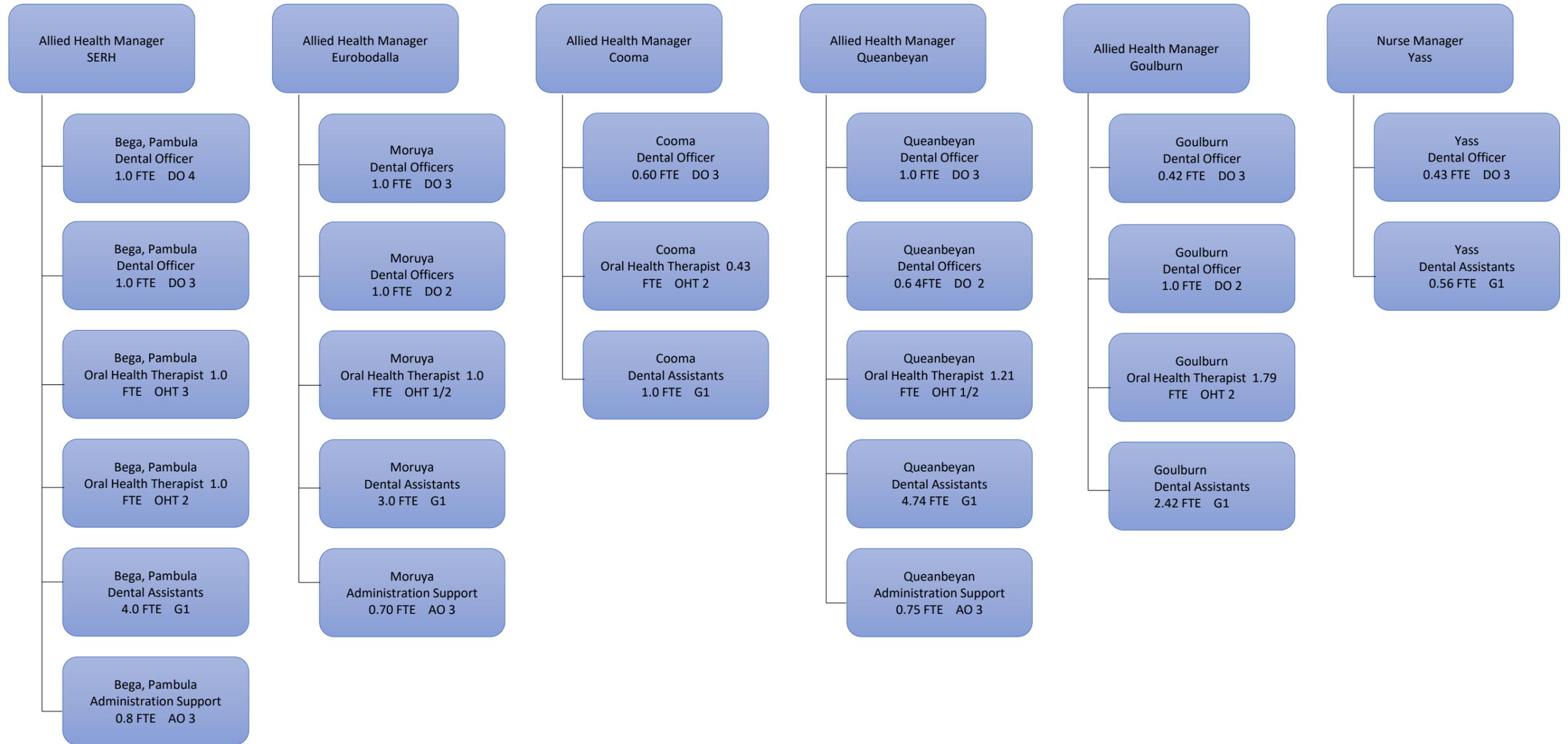
Current Oral Health - Shared Services Structure 19/06/2020



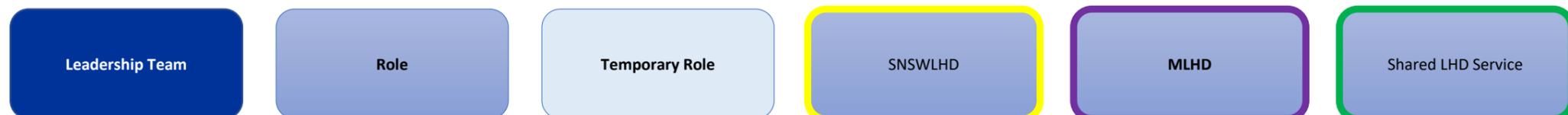
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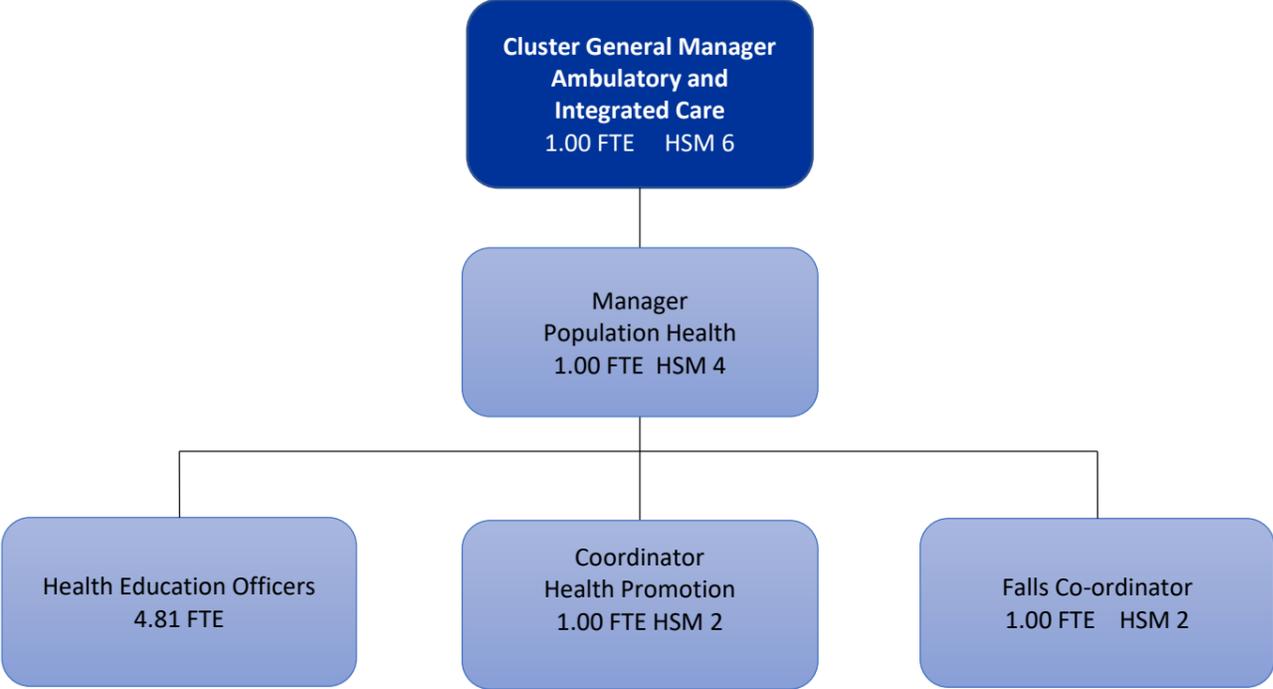
Current Oral Health - Site Structure 19/06/2020



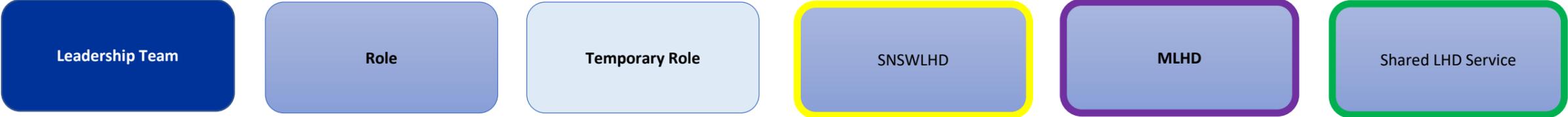
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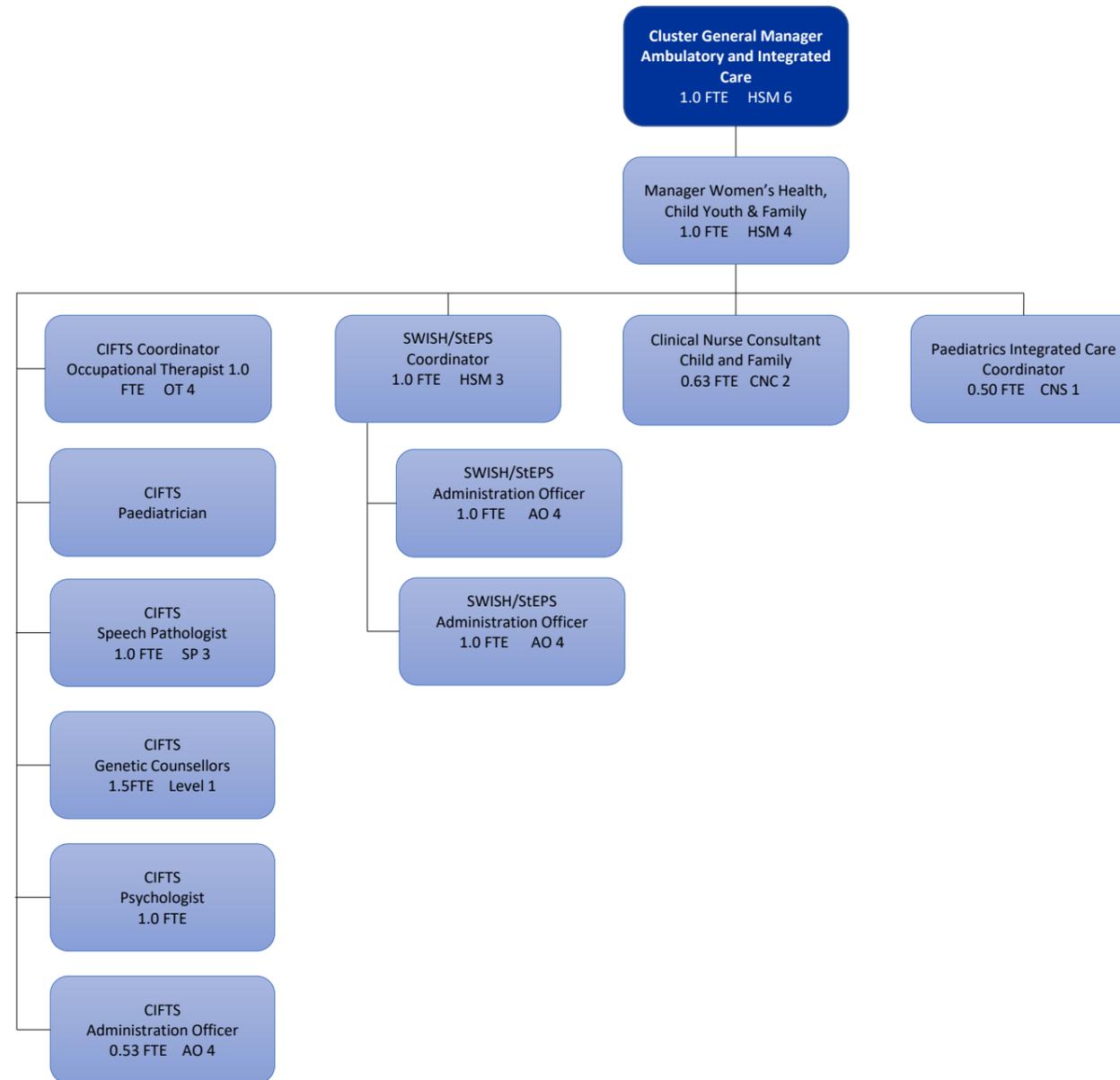
Current Population Health Structure 19/06/2020



Key:



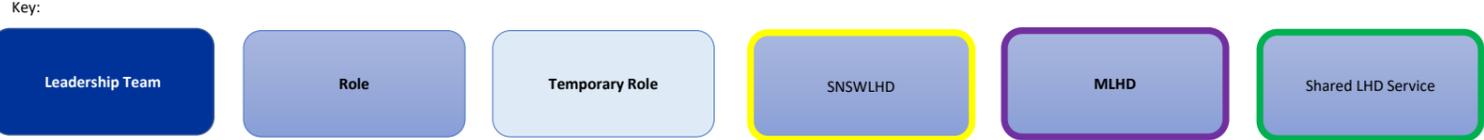
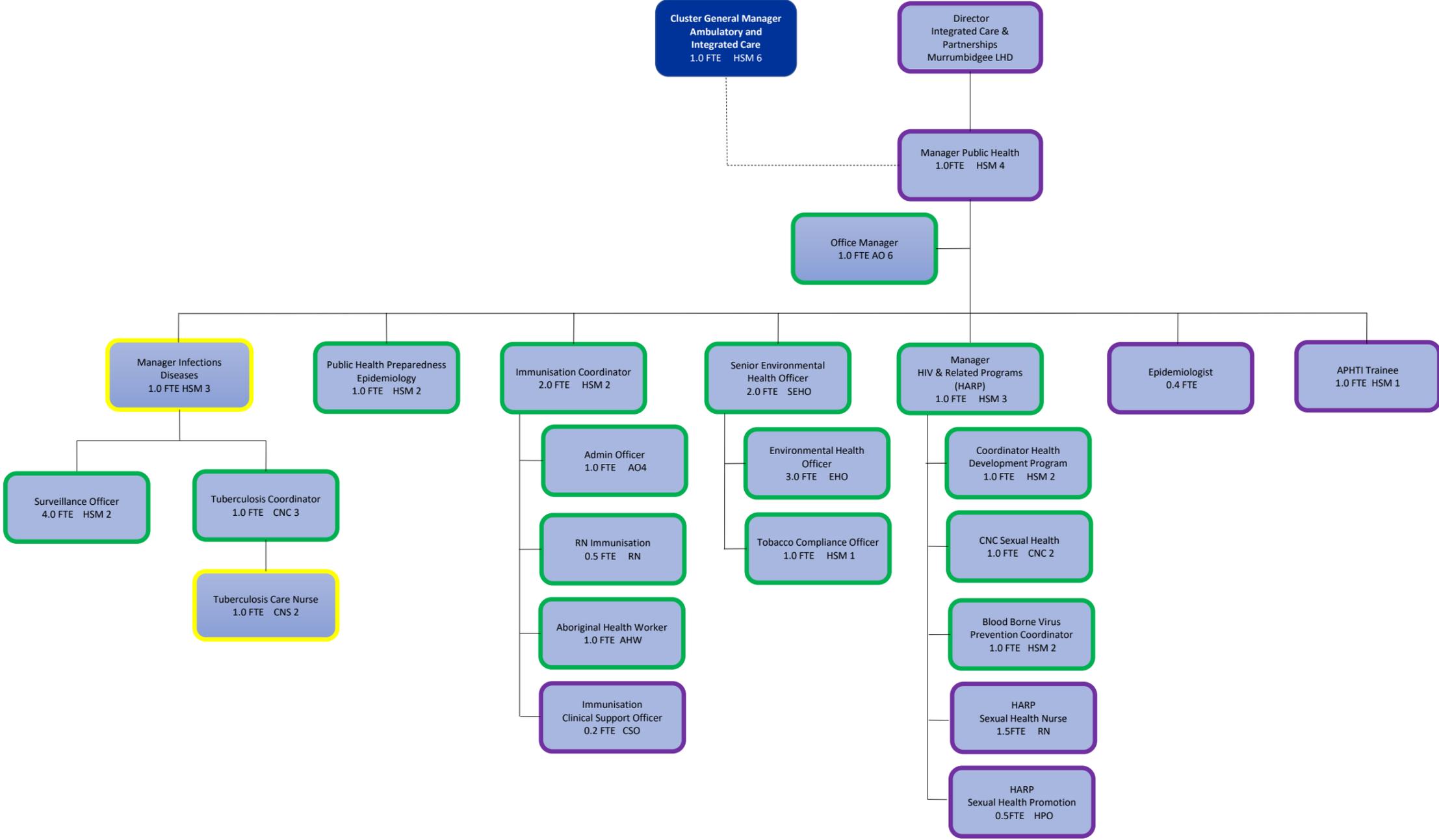
Current Ambulatory & Integrated Care Structure 19/06/2020



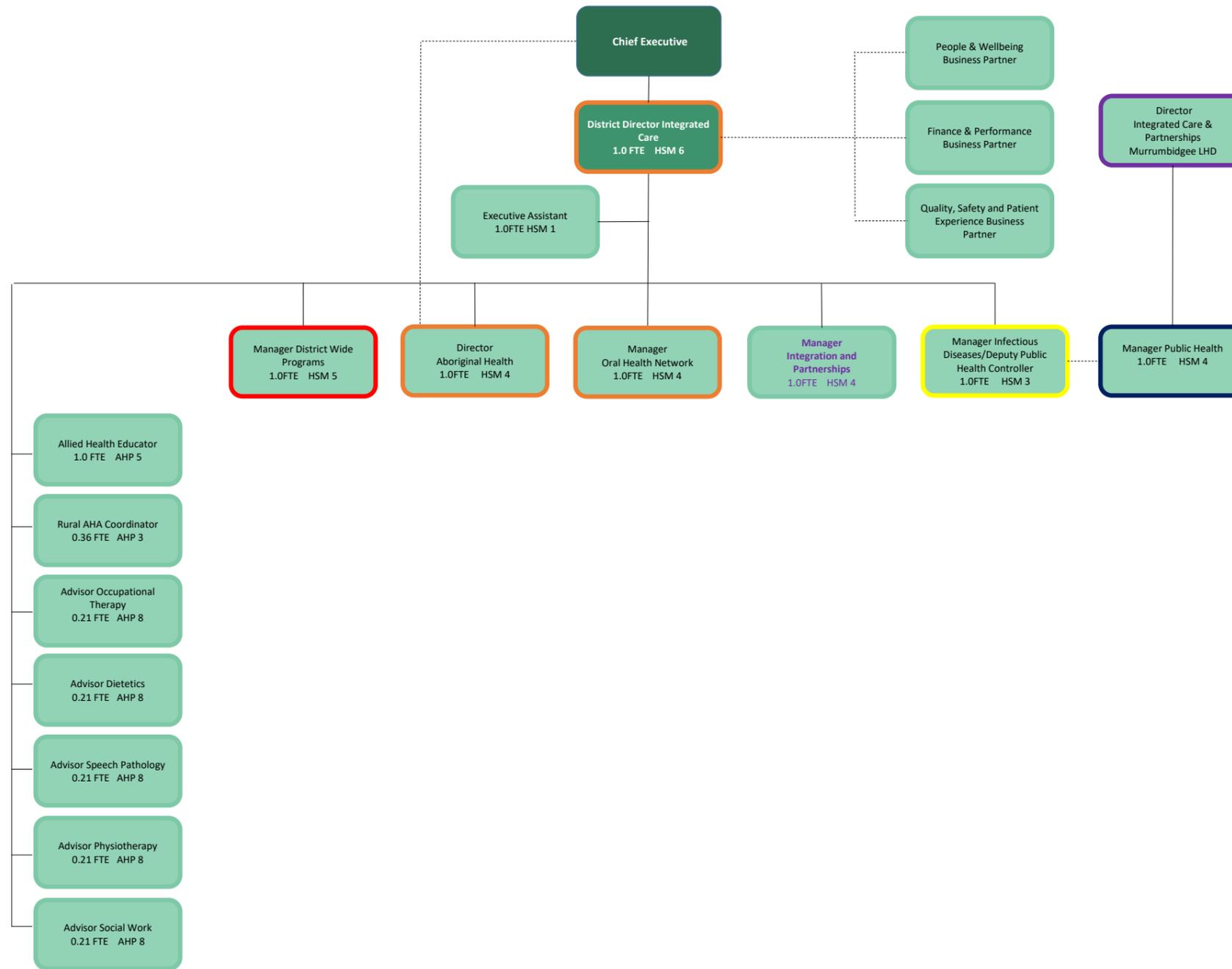
Key:



Current Public Health Structure 19/06/2020



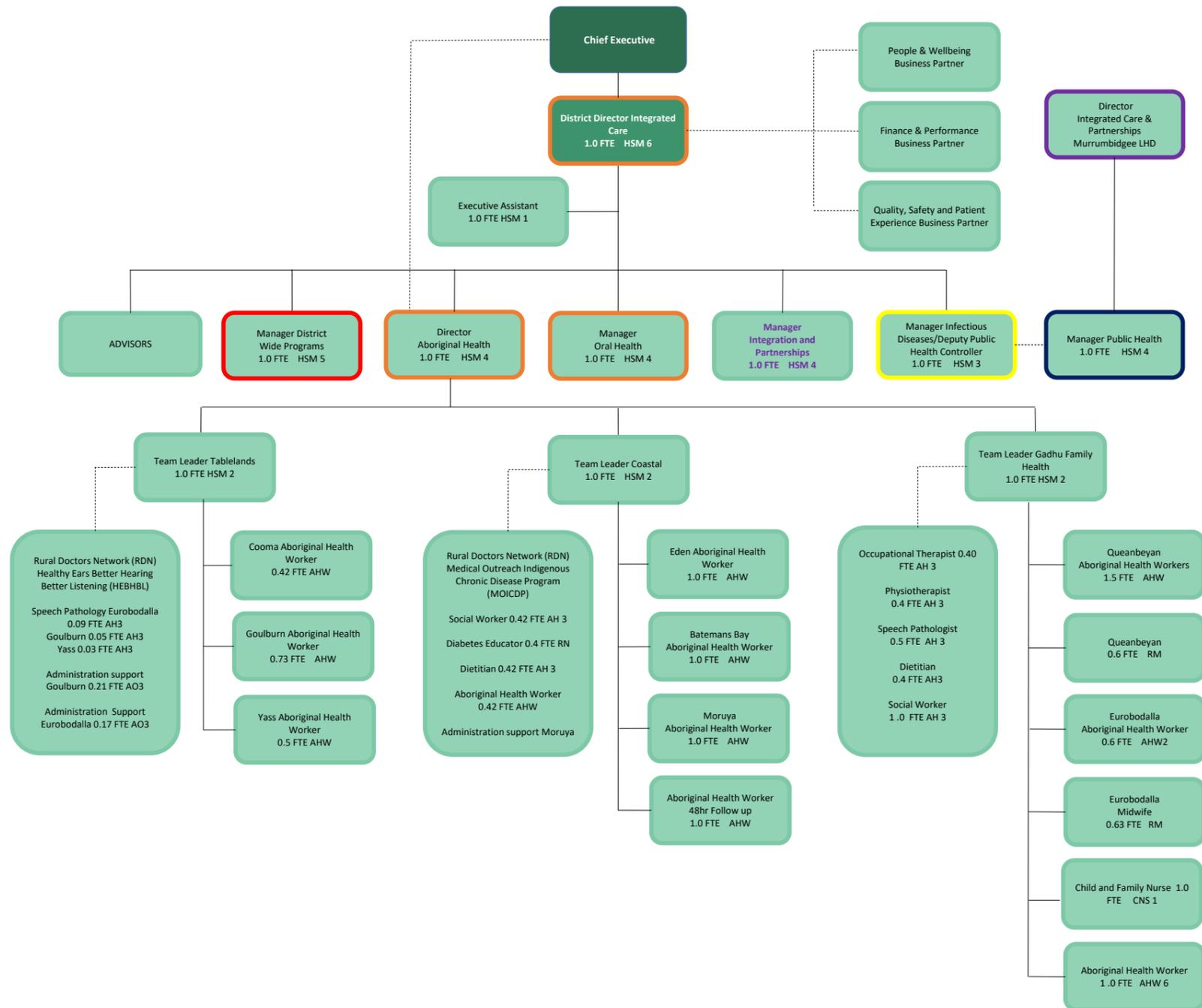
Proposed Integrated Care Leadership Team and Allied Health Advisors Structure 10/08/2020



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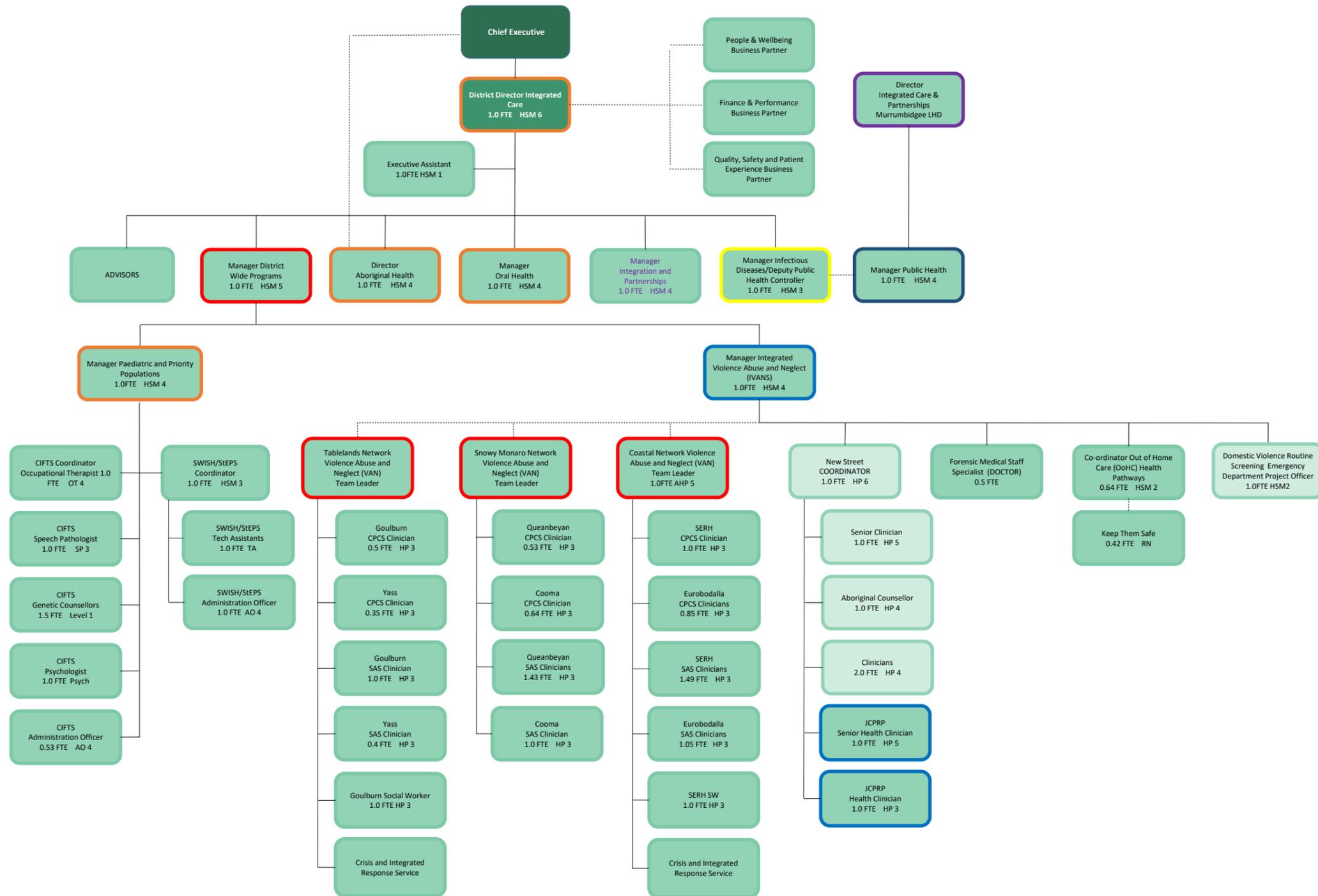
Proposed Aboriginal Health Structure 10/08/2020



Key:



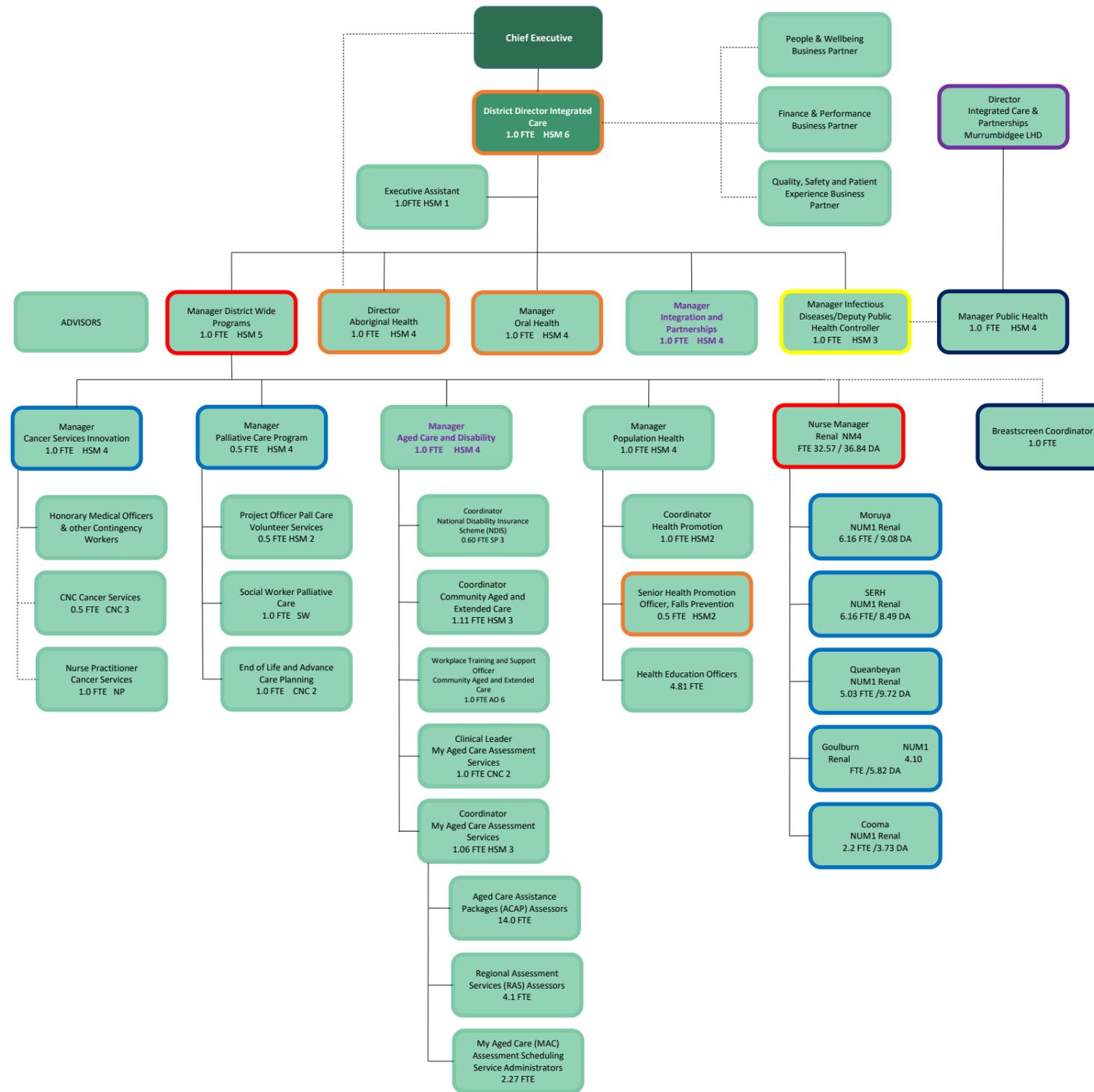
Proposed District Wide Programs (a) Structure 10/08/2020



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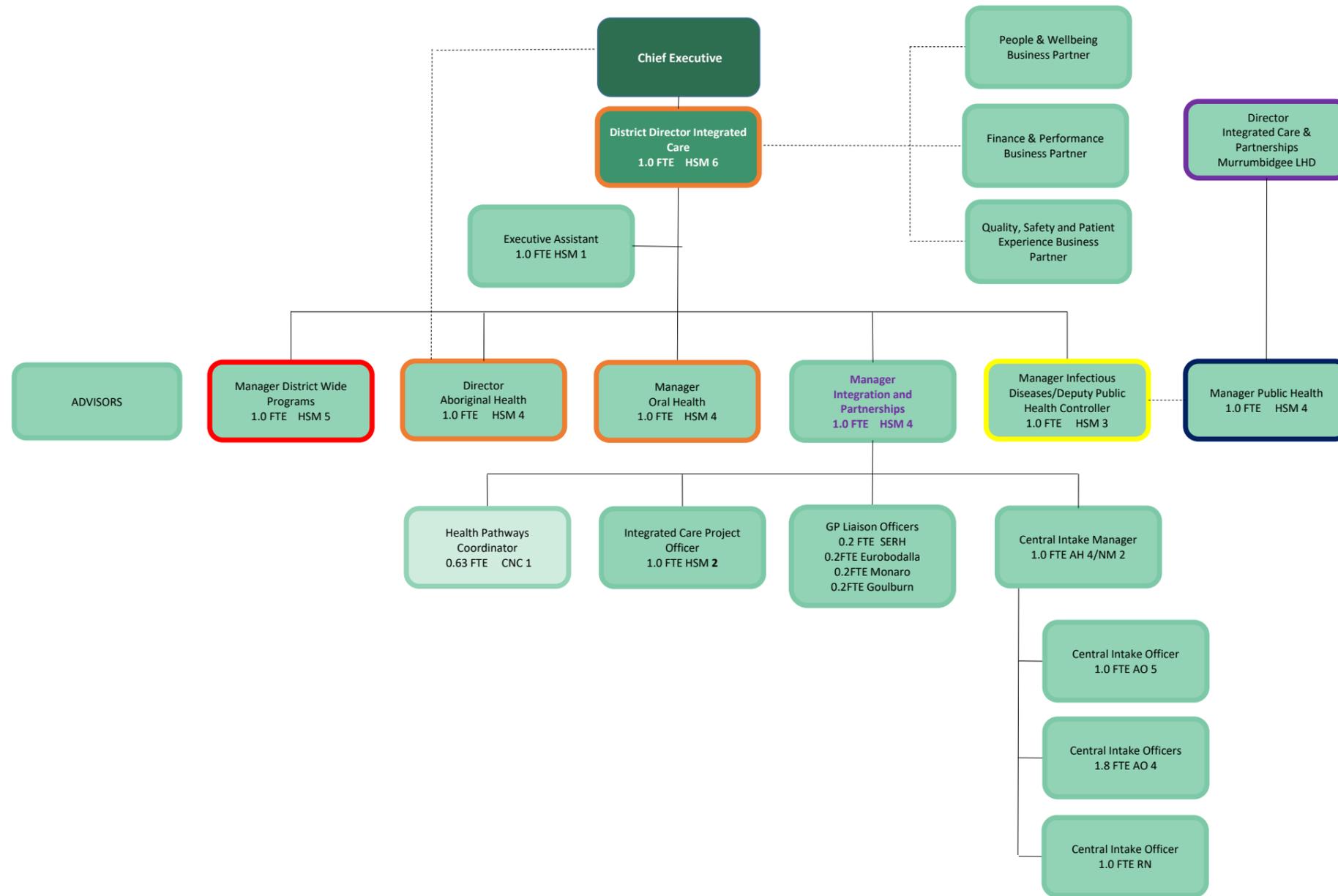
Proposed District Wide Programs (b) Structure 10/08/2020



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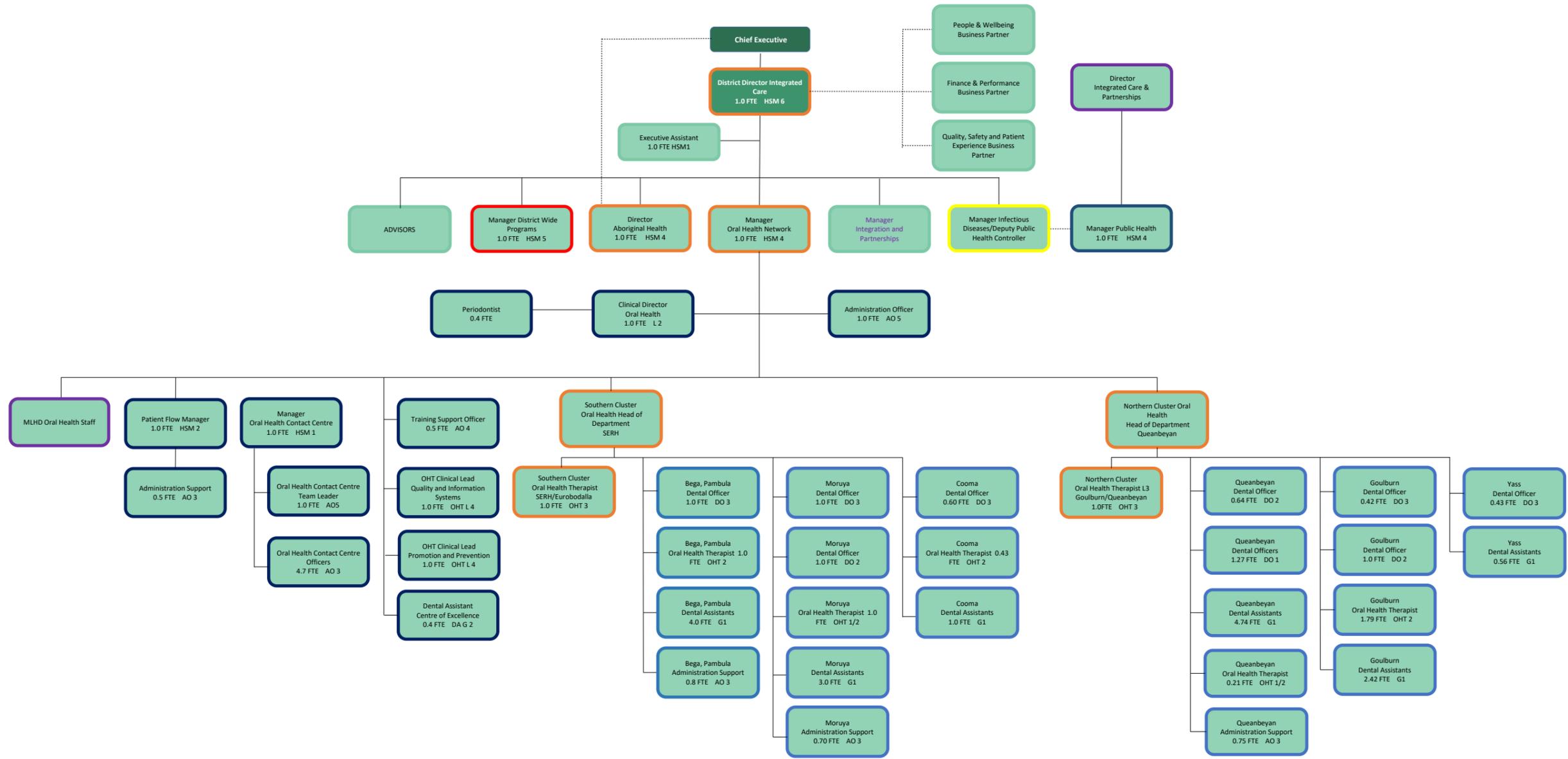
Proposed Integration and Partnerships Structure 10/08/2020



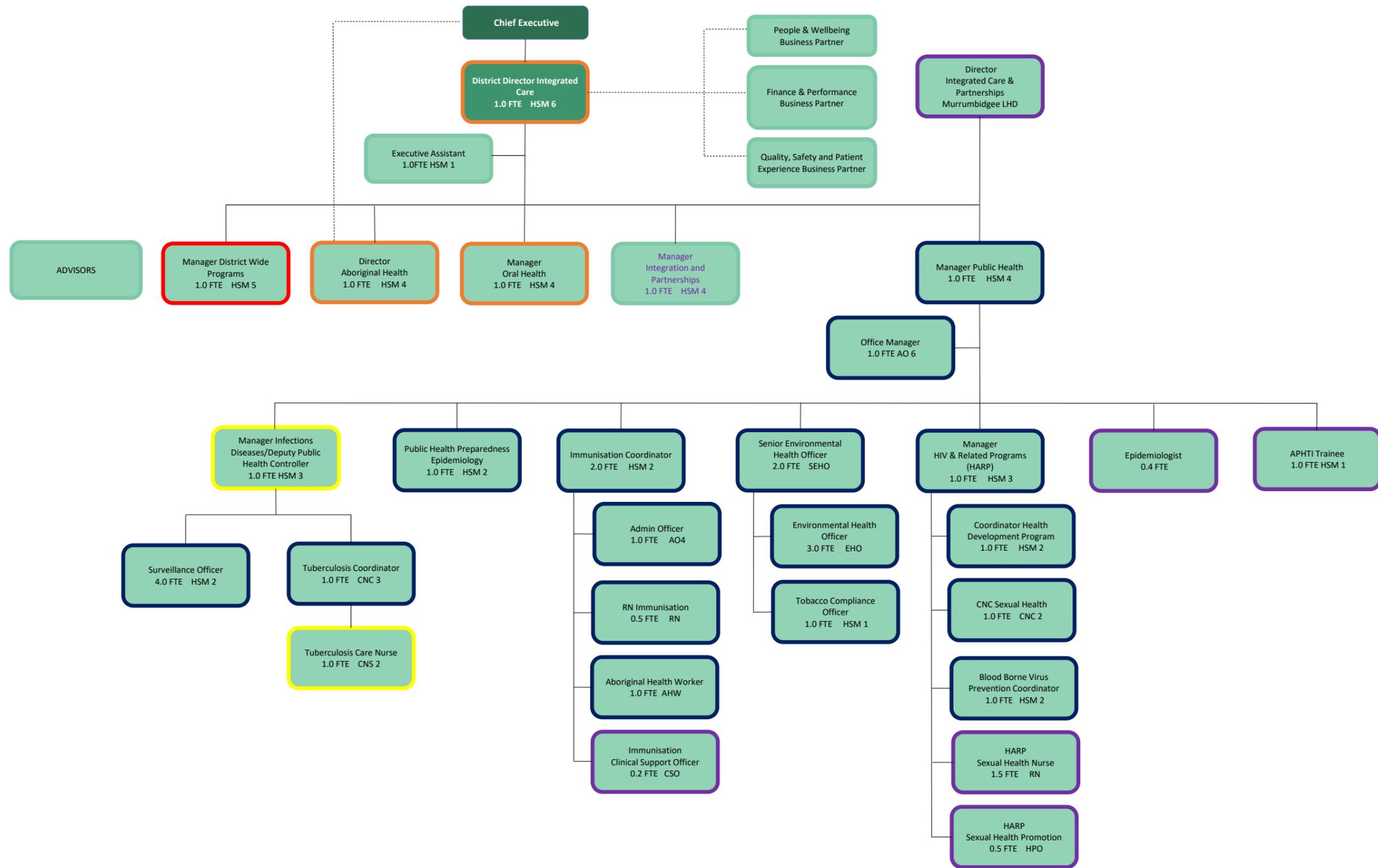
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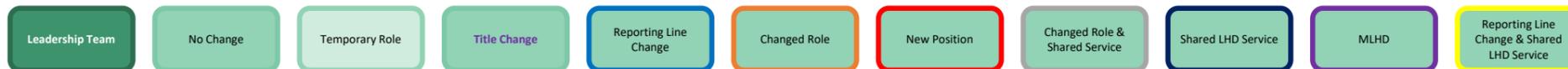
Proposed Oral Health Structure 10/08/2020



Proposed Public Health Structure 10/08/2020



Key:



Proposed Impacted Position List – Ambulatory and Integrated Care

Role Type	Position	Grade	Nature of Change	Comments
Health Manager	General Manager, Ambulatory and Integrated Care	HSM 6	Change to accountabilities and position title	Change title to District Director, Integrated Care
Health Manager	Manager Aboriginal Health	HSM4	Change to position title	Change to Director Aboriginal Health
Health Manager	Falls Co-ordinator	HSM2	Change to position title	Change to Falls Prevention and Safe Patient Care
Health Manager	Manager Aged Care, NDIS and Chronic Disease	HSM4	Change to position title	Change to Manager Aged Care and Disability
Health Manager	Manager Integrated Care	HSM4	Change to position title	Change to Manager Integration and Partnerships
Health Professional	Child Protection Counselling Services Clinical Lead	HP5	Position to be phased out by December 2020	
Health Manager	Manager Integrated Violence, Abuse and Neglect	HSM4	Change in reporting line	
Health Professional	Sexual Assault Services Clinical Lead	HP5	Position to be phased out by December 2020	
Health Professional	Child Well Being and Child Protection Co-ordinator	HP5	Position to be phased out by December 2020	Vacant position
	Senior Clinical Psychologist		Position to be phased out by December 2020	Vacant position
Health Manager	Manager Women's Health, Child Youth and Families	HSM4	Change to position title	Change to Manager Paediatric and Priority Populations
Oral Health Therapist	Bega Valley, Pambula Dental Officer	DO4	Change to accountabilities and position title.	Change to Southern Network Oral Health Head of Department
Oral Health Therapist	Queanbeyan Dental Officer	DO3	Change to accountabilities and position title. Grade increase from DO3 to DO4	Change to Northern Network Oral Health Head of Department
Oral Health Therapist	Bega Valley, Pambula, Oral Health Therapist	OHT2	Change to accountabilities and position title. Grade increase from OH2 to OH3	Change to Southern Network Oral Health Therapist

Position Description



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Role Details	
Position Title	Director Aboriginal Health
Award	Health Managers (State) Award
Position Classification	HSM 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaccination Risk Category	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Provides leadership as a senior member of the organisation in the strategic direction on any matters impacting on the health and wellbeing of the Aboriginal and Torres Strait Islander communities across the SNSWLHD region. The position provides oversight of all Aboriginal Health programs across the LHD supporting Sector Directors for Aboriginal Health and other accountable manager ensuring that programs deliver expected outcomes within allocated funding. The Director Aboriginal Health provides direct advice to the Chief Executive, supporting an ongoing commitment to cultural awareness and cultural safety in strategic and operational matters across the district

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide operational management, leadership and advice to the Aboriginal Health Staff and senior managers/executive in relation to operational decision making and leadership in the delivery of Aboriginal Health Programs to ensure provision of a high quality clinical service to people in Southern NSW Local Health District. 2. Lead the planning, direction and delivery of the program's agreed scope of work, budget and resources, to ensure the team achieve outcomes and deliverables within budget, on time and in line with activity and service targets. 3. Establish and maintain strong working relationships with a variety of staff, managers, client groups, and act in a professional and diligent manner. This will include being a central point of contact for stakeholders such as the Ministry of Health, Primary Health Network, NSW Ambulance, Non-Government Organisation, and other external partners.

Position Description

4. Provide direct operational management for staff within the portfolio, including supporting staff to work towards targets, successfully implement changes to work practices/ behaviour and provide coaching, advice and support.
5. Lead the design and implementation of new models of care, service delivery, and service planning, and support broad health service review and redesign within a leadership and quality improvement framework.
6. Identify, monitor, mitigate and escalate risks associated with the program delivery
7. Provide timely, high level advice, recommendations, and reports to the General Manager, Executive and Board on the progress of activities across the portfolio.
8. Assist the organisation to build and develop relationships with Aboriginal communities through advising the organisation on how it can become a welcoming and supportive health environment for Aboriginal people to receive care in a timely and culturally supportive way.

Key Challenges

1. To lead, in an environment of constant change, improvement in the quality and efficiency of clinical services and the patient / client experience.
2. Ability to communicate well across services that are located in various locations across a large geographic area.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct Operational Teams	Clarify direction and expectations; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	Work team	Participate in meetings to obtain the work group perspective and share information. Share information and work collaboratively to contribute to achieving the team's outcomes.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Aboriginal and Torres Strait Islander Communities	To listen and engage in relation to understanding local health needs
2	Funders of Aboriginal Health Programs	To negotiate, monitor and report on program outcomes

Staffing

Direct Reports	3.0 FTE TBC
Indirect Reports	0.0 FTE TBC

Essential Requirements

1. Be of Aboriginal or Torres Strait Islander decent (pursuant to Section 14 (d) of the Anti-discrimination Act 1977).
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

Position Description

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

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Role Details	
Position Title	District Director Integrated Care
Award	Health Managers (State) Award
Position Classification	Proposed HSM 6 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>The District Director Integrated Care provides high-level leadership, strategic direction and advocacy in the management of allied health staff and services at Southern NSW Local Health District (SNSWLHD) and represents SNSWLHD at State level on allied health matters.</p> <p>The District Director contributes and collaborates with other services, organisations and Directorates within and external to SNSWLHD to develop and implement services, systems and programs to impact positively on the health of people residing within the Southern NSW region.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead and manage the Allied Health Professional Advisors, Allied Health Educator and Rural AHA Coordinator to provide discipline specific leadership and advice in relation to scope of practice, workforce planning and development, research, education and other professional matters as required. 2. Advocate for and lead the allied health workforce in supporting the development of models of care which are integrated and improve patient access to innovative and value-based health care 3. Provide expert professional advice to the organisation on allied health position grading and professional performance matters as required. 4. Act as the key liaison for SNSWLHD with the Ministry of Health for allied and population health matters. 5. Provide support to local Networks to ensure that the LHD achieves agreed performance targets specified within the LHD Service Level Agreement with NSW Health and Commonwealth funding agreements whilst maintaining expenditure within the budget allocation provided. 6. Contribute to the development of strategic, operational and risk management plans to ensure that these are informed by high quality service advice and a focus on the health care needs of the community. 7. Facilitate and deliver an organisational culture which is engaging, responsive, supportive and aligned with the CORE values of the organisation and NSW Health

Position Description

8. Provide sound and informed advice to the Chief Executive and Board related to all areas of accountability for the position.
9. Work with the SNSWLHD Executive team and with other Directorate staff to achieve the LHD vision, strategy and performance.
10. Identify and implement innovate ways to access and support the targeted delivery of allied, population and public health services.

Key Challenges

1. Maintaining personal resilience and commitment to service delivery in a changing environment with multiple complex challenges.
2. Ensuring local community involvement in health service planning and development whilst enhancing clinician involvement in decision making and accountability.
3. Maintaining performance across a diverse range of clinical services and settings.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Chief Executive	Escalate issues, keep informed, advise and receive instructions
2	Direct Reports	Clarify direction and expectations; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	Work Team	Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's outcomes.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Primary Health Network	Participate in meetings to develop and implement joint plans and programs to impact positively on the health of the community.
2	Community Consultative Committees/ Ministry of Health / University Partners / Industrial Organisations	Engage, inform, advise and receive advice. Work collaboratively to resolve matters of concern to staff.

Staffing

Direct Reports	7.0 FTE TBC
Indirect Reports	FTE TBC

Essential Requirements

1. Tertiary qualifications in an Allied Health discipline, with current registration with Australian Health Practitioner Regulation Agency (AHPRA) and/or with eligibility for full membership with relevant Allied Health Professional Association or body.
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. Tertiary qualifications in an Allied Health discipline, with current registration with AHPRA and/or with eligibility for full membership with relevant Allied Health Professional Association or body.
2. Significant senior health management and leadership experience in a range of settings and contexts.
3. Demonstrated capability in managing and meeting performance targets and budgets.
4. Demonstrated experience in project and service planning that is focussed, progressive and delivers outcomes in accordance with key milestones.
5. Demonstrated capability in building a positive workplace culture whilst contributing positively to a team environment where mutual success is dependent on collaboration, information sharing and shared accountability.
6. Demonstrated written and oral communication skills including strong negotiation and consultation capabilities.
7. Demonstrated capability in promoting and leading innovation and service development initiatives.
8. Evidence of a current unrestricted drivers' licence a Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details	
Position Title	Manager Integrated Violence Abuse and Neglect (IVANS)
Award	Health Managers (State) Award
Position Classification	HSM 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the strategic and operational management and leadership of Southern NSW Local Health District (SNSWLHD) IVANS program ensuring that the agreed priorities and activities are delivered as planned. The Manager is responsible for developing and maintaining effective working relationships with various program stakeholders, as well as the financial, activity, workforce and daily operational management of services provided under the program stream.

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the planning, direction and delivery of the program’s agreed scope of work, budget and resources, to ensure the team achieve outcomes and deliverables within budget, on time and in line with activity and service targets. 2. Establish and maintain strong working relationships with a variety of staff, managers, client groups, and act in a professional and diligent manner. This will include being a central point of contact for stakeholders such as the Ministry of Health, Primary Health Network, NSW Ambulance, Non-Government Organisation, and other external partners. 3. Provide direct operational management for staff within the portfolio, including supporting staff to work towards targets, successfully implement changes to work practices/ behaviour and provide coaching, advice and support. 4. Lead the design and implementation of new models of care, service delivery, and service planning, and support broad health service review and redesign within a leadership and quality improvement framework. 5. Identify, monitor, mitigate and escalate risks associated with the program delivery 6. Provide timely, high level advice, recommendations, and reports to the Director, Executive and Board on the progress of activities across the portfolio.

Position Description

Key Challenges

1. Leadership of a dynamic and complex District portfolio. This includes meeting the various financial, personal and workforce challenges among a broad range of programs, which involves exercising critical thinking skills and sound operational judgement.
2. Sourcing and understanding evidence for new models of care, communicating the rationale for new ways of working and clearly articulating conceptual models into practical ways of working.
3. Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct Operational Teams	Provide line management, supervision and support to all staff reporting up to this program stream. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.

Staffing

Direct Reports	4.0 FTE TBC
Indirect Reports	3.0 FTE TBC

Essential Requirements

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

Selection Criteria

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

Position Description

5. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and engage staff in different working groups.
6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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

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Role Details	
Position Title	Manager Aged Care and Disability
Award	Health Managers (State) Award
Position Classification	HSM 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Manager Aged Care and Disability is responsible for the strategic and operational management and leadership of aged care and disability programs, ensuring that the agreed priorities and activities are delivered as planned. The Manager is responsible for developing and maintaining effective working relationships with various program stakeholders, as well as the financial, activity, workforce and daily operational management of services provided under the program streams.

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the planning, direction and delivery of the program's agreed scope of work, budget and resources, to ensure the team achieve outcomes and deliverables within budget, on time and in line with activity and service targets. 2. Establish and maintain strong working relationships with a variety of staff, managers, client groups, and act in a professional and diligent manner. This will include being a central point of contact for stakeholders such as the Ministry of Health, Primary Health Network, NSW Ambulance, Non-Government Organisation, and other external partners. 3. Provide direct operational management for staff within the portfolio, including supporting staff to work towards targets, successfully implement changes to work practices/ behaviour and provide coaching, advice and support. 4. Lead the design and implementation of new models of care, service delivery, and service planning, and support broad health service review and redesign within a leadership and quality improvement framework. 5. Identify, monitor, mitigate and escalate risks associated with the program delivery 6. Provide timely, high level advice, recommendations, and reports to the District Director, Executive and Board on the progress of activities across the portfolio.

Position Description

Key Challenges

1. Leadership of a dynamic and complex District portfolio. This includes meeting the various financial, personal and workforce challenges among a broad range of programs, which involves exercising critical thinking skills and sound operational judgement.
2. Sourcing and understanding evidence for new models of care, communicating the rationale for new ways of working and clearly articulating conceptual models into practical ways of working.
3. Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct Operational Teams	Provide line management, supervision and support to all staff reporting up to this program stream. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.

Staffing

Direct Reports	5.0 FTE TBC
Indirect Reports	20.0 FTE TBC

Essential Requirements

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

Selection Criteria

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

Position Description

5. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and engage staff in different working groups.
6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	Manager District Wide Programs
Award	NSW Health Service Health Professionals (State) Award
Position Classification	Proposed HSM 5 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>Provides strategic advice, direction, and assistance with the development and implementation of primary healthcare strategies relevant to cancer, palliative care, aged care and disability, population health, violence and neglect, paediatric and priority populations and renal services for the SNSWLHD. The position provides strategic direction, policy advice and monitoring for related services implemented by the NSW Ministry of Health.</p> <p>The Manager is responsible for developing and maintaining effective working relationships with various program stakeholders, as well as the financial, activity, workforce and daily operational management of services provided under the program stream.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the strategic planning, implementation and evaluation of the services within the portfolio. 2. Advocate for rural issues at a State level to ensure incorporation into State directions and models related to service portfolio. 3. Together with portfolio managers, analyse State and National policy and service directions and develop models appropriate for the Southern NSW Local Health District's regional, rural and remote contexts. 4. Plan, manage and report on program budgets, outcomes and key performance indicators for both locally delivered services and for services contracted to Non-Government Organisations. 5. Ensure participation in appropriate networks and forums at a local and state level and communicate relevant information across the Service so that optimum benefits are gained from this involvement. 6. Develop and maintain collaborative planning and service delivery relationships with Medicare Locals/GP Networks/Divisions of General Practice, NGOs, SNSWLHD health service managers and clinicians and other external providers. 7. Model and actively promote workplace behaviour that reflects the NSW Health Code of Conduct.

Position Description

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

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

Staffing	
Direct Reports	7.0 FTE TBC
Indirect Reports	1.0 FTE TBC

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

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

Position Description

6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	Manager Integration and Partnerships
Award	Health Managers (State) Award
Position Classification	HSM 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the strategic and operational management and leadership of the SNSWLHD Integrated Care Programs, ensuring that the agreed priorities and activities are delivered as planned. The Program Manager is responsible for developing and maintaining effective working relationships with various program stakeholders, as well as the financial, activity, workforce and daily operational management of services provided under the program stream.

Key Accountabilities

1. Lead the planning, direction and delivery of the program's agreed scope of work, budget and resources, to ensure the team achieve outcomes and deliverables within budget, on time and in line with activity and service targets.
2. Establish and maintain strong working relationships with a variety of staff, managers, client groups, and act in a professional and diligent manner. This will include being a central point of contact for stakeholders such as the Ministry of Health, Primary Health Network, NSW Ambulance, Non-Government Organisation, and other external partners.
3. Provide direct operational management for staff within the portfolio, including supporting staff to work towards targets, successfully implement changes to work practices/ behaviour and provide coaching, advice and support.
4. Lead the design, review and implementation of models of care, service delivery and service planning within a leadership and quality improvement framework. This includes ensuring that policy, procedures and guidelines relating to program areas are developed and effectively implemented.
5. Identify, monitor, mitigate and escalate risks associated with the program delivery.
6. Provide timely, high level advice, recommendations, and reports to the District Director, Executive and Board on the progress of activities across the portfolio.

Key Challenges

Position Description

1. Responsibility for leading a dynamic and complex districtwide portfolio. This includes meeting the various financial, personal and workforce challenges across a range of programs, through high level critical thinking skills and sound operational judgement.
2. Sourcing and understanding evidence for new models of care, communicating the rationale for new ways of working and clearly articulating conceptual models into practical ways of working.
3. Developing productive and meaningful working relationships with multiple providers including internal and external stakeholders, managing multiple priorities across agencies, and demonstrating the ability to modify approaches for different groups.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans. Provide expert support and advice.
2	Direct Operational Teams	Provide line management, supervision and support to all staff reporting up to this program stream. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.

Staffing

Direct Reports	4.0 FTE TBC
Indirect Reports	0.0 FTE TBC

Essential Requirements

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

Selection Criteria

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

Position Description

5. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and engage staff in different working groups.
6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	Manager Paediatric and Priority Populations
Award	Health Services Manager 4
Position Classification	HSM 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the strategic and operational management and leadership of the primary and secondary healthcare strategies relevant to women's health, child, youth, paediatric, and family services in SNSWLHD. The Manager ensures that the agreed priorities and activities are delivered as planned. The Manager is responsible for developing and maintaining effective working relationships with various program stakeholders, as well as the financial, activity, workforce and daily operational management of services provided under the program stream.

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the planning, direction and delivery of the program's agreed scope of work, budget and resources, to ensure the team achieve outcomes and deliverables within budget, on time and in line with activity and service targets. 2. Establish and maintain strong working relationships with a variety of staff, managers, client groups, and act in a professional and diligent manner. This will include being a central point of contact for stakeholders such as the Ministry of Health, Primary Health Network, NSW Ambulance, Non-Government Organisation, and other external partners. 3. Provide direct operational management for staff within the portfolio, including supporting staff to work towards targets, successfully implement changes to work practices/ behaviour and provide coaching, advice and support. 4. Lead the design and implementation of new models of care, service delivery, and service planning, and support broad health service review and redesign within a leadership and quality improvement framework. 5. Identify, monitor, mitigate and escalate risks associated with the program delivery 6. Provide timely, high level advice, recommendations, and reports to the General Manager, Executive and Board on the progress of activities across the portfolio.

Position Description

Key Challenges	
1.	Leadership of a dynamic and complex District portfolio. This includes meeting the various financial, personal and workforce challenges among a broad range of programs, which involves exercising critical thinking skills and sound operational judgement.
2.	Sourcing and understanding evidence for new models of care, communicating the rationale for new ways of working and clearly articulating conceptual models into practical ways of working.
3.	Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups.

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

Staffing	
Direct Reports	6.0FTE TBC
Indirect Reports	0.0FTE TBC

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

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

Position Description

5. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and engage staff in different working groups.
6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	Northern/Southern Network Head of Department, Oral Health
Award	Health Employees Dental Officers (State) Award
Position Classification	Dental Officer Level 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaccination Risk Category	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	This position is for a senior Dental Officer in charge of oral health services in the Northern/Southern Network including coordination and line management of staffing and related clinical services. As the Dental Officer in charge, this position has a clinical workload and responsibility for the leadership, management, education and administration of the Northern/Southern Network dental clinics. The position is accountable for ensuring the implementation and ongoing monitoring of state and local district policies and work practices.

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide advanced clinical leadership and management of the Network oral health services which will also involve the recruitment of oral health professionals and assessment of professional references. 2. Deliver high quality general practitioner oral health services by providing high quality contemporary evidence-based oral health care services that are informed by a population health planning and reference the State and National Oral Health Plan. 3. Responsible for leading quality assurance and development and implementation of better clinical practice in the dental clinics that reflect NSQHS accreditation Standards for Dental Practices and Services. 4. To provide mentorship and professional support to oral health clinicians and clinical education including supervision of dental students. 5. To participate as a senior member of the oral health clinical network to co-ordinate and manage the functioning of the oral health clinical network through effective planning, organisation, leadership from both a day to day management and a strategic planning perspective. 6. Contribute to the oral health clinical network by providing advice, feedback and accepting responsibilities in budget, human resource and clinical governance and clinical outcomes for the clinics

Position Description

7. Utilise high level communication skills to work collaboratively with and engage in effective communication with clinical service providers, patients and patient groups.
8. Ensure management and resolution of patient complaints and clinical incidents in the cluster in accordance with SNSWLHD procedures and policies.
9. Actively engage in the monitoring of data quality and information management in accordance with legislations, standards, policies and procedures.
10. May be required to undertake clinical research.

Key Challenges

1. Maintaining a high level of knowledge in the overall delivery of oral health services and excellent understanding of oral health strategic directions at local, state and national level.
2. Excellent time management skills and ability to prioritise a busy workload which often needs re-prioritising with varying demands to meet deadlines.
3. Ability to communicate well in a service that is located in various locations across a large geographic area.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager/Clinical Supervisor	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Clarify direction and expectations; lead discussions and make decisions; propose and implement solutions to issues; provide guidance and regular updates on key projects, and priorities.
3	Other providers of Allied Health services	To communicate professionally in the delivery of quality care to patients and their families.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients/Clients and families	To understand the needs of patients /clients and their families and to deliver of high quality delegated patient centred care.
2	Community	To understand and work with identified vulnerable populations/ community groups to deliver evidence based oral health promotion and enhance knowledge and access to dental services

Staffing

Direct Reports	12.0 to 6.0 FTE TBC
Indirect Reports	0.0 FTE TBC

Essential Requirements

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

Selection Criteria

1. Current registration as Dental Practitioner with AHPRA

Position Description

2. Demonstrated extensive experience in providing exceptional competence in general dental work and a proven record for carrying out a broad range of advanced and complex dental procedures with highly advanced skills in managing difficult situations
3. Demonstrated ability to provide leadership and direction to multi-disciplinary oral health teams
4. Demonstrated knowledge of operational service planning principles and ability to apply knowledge to ensure efficient and effective oral health service provision for eligible patients
5. Proven ability to participate as a member of an oral health management team
6. Demonstrated high level written and verbal communication and negotiation skills, ability to consult with stakeholders and patients and to resolve complaints
7. Demonstrated knowledge of quality improvement in health care, including implementing, maintaining and evaluating quality practices and initiatives. Demonstrated understanding of NSQHS accreditation Standards for Dental Practices and Services
8. Demonstrated ability to supervise and manage oral health teams by application of quality human resource management practices including employment equity, anti-discrimination, workplace health and safety and ethical behaviour

Position Description



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Role Details	
Position Title	Northern/Southern Network Oral Health Therapist, Oral Health
Award	Health Employees Dental Officers (State) Award
Position Classification	Oral Health Therapist Level 3
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaccination Risk Category	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Northern/Southern Network Oral Health Therapist Level 3 provides coordination and support for the operational management and service delivery of oral health across the network in partnership with the senior dental officer. The Oral Health Therapist provides dental therapy and dental hygiene care to patients within the limits of their formally attained scope of practice. They provide supervision and support to level 1 and 2 Oral Health Therapists in the Northern/Southern Network, with a clinical, education and management focus. The Oral Health Therapist provides clinical services of a complex nature requiring advanced practical skills.

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide collaborative and operational management of the oral health services within the network in partnership with the Senior Dental officer, including management of specific tasks or projects, and planning, implementing, evaluating and reporting on oral health services 2. Provide evidence based clinical care to patients, within individual scope of practice and legislative and regulatory frameworks, resulting in quality care and a contemporary approach to dental procedures and patient care. Oral Health Therapists level 3 demonstrate advanced reasoning skills and work autonomously with minimal direct clinical supervision. 3. Provide supervision and support to level 1 and 2 oral health therapists with a clinical, education and management focus 4. Attend and actively participate in relevant committees/ meetings 5. Deliver approved oral health promotion and preventative programs, which are consistent with NSW oral health promotion framework and goals of the district.

Position Description

6. Utilise clinical tools, equipment and applications to ensure that the care provided is of an adequate professional standard. Monitoring work procedures and making recommendation for quality improvements.
7. Maintain accurate and appropriate clinical records, including paper based and electronic records.
8. Communicate with patients/carers ensuring consistent care and maximised health outcomes.
9. Encourage good and positive working relationships with co-workers so that care is provided in a harmonious team environment.

Key Challenges

1. Managing clinical teams, tasks and competing priorities in a changing working environment.
2. Keeping up-to-date with changes in policies and safe work practices.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Oral Health Service Manager and Clinical Director, Clinical Leads	To receive high level guidance on organisational direction and policy and expert clinical advice and leadership.
2	Clinic Operational Manager	To escalate issues, keep informed, advise and receive instructions and for day to day accountability
3	Oral Health Clinicians	To collaborate with all dental team members in the provision of quality and safe dental services. Work in partnership with dental officers and /or specialist dentists as required to enhance patient care and actively contribute to achieving the team's business outcomes.

Does this role routinely interact with external Stakeholders?

Yes No

1	Patients/Clients and families	To understand the needs of patients / clients and their families and to deliver high quality and safe patient centred care with onward referral for complex or specialist care as required. To work with other health providers or external agencies to enhance access and knowledge to evidence based oral health promotion and dental services for patients, carers and families in common to share information and work collaboratively where appropriate
2	Community	To understand and work with identified vulnerable populations/ community groups to deliver evidence based oral health promotion and enhance knowledge and access to dental services

Staffing

Direct Reports	0.0 FTE TBC
Indirect Reports	3.0 FTE TBC

Essential Requirements

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

Position Description

Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Oral Health Therapist.
2. Demonstrated ability to deliver high quality clinical and diagnostic skills, whilst exercising independent professional judgement when problem solving. A demonstrated understanding of and commitment to a preventative/population health approach to patient care.
3. Demonstrated experience in design and management of quality improvement projects.
4. Ability to maintain privacy and confidentiality and abide by the NSW Health Code of Conduct in line with prescribed NSW Health policies and procedures.
5. Excellent oral and written communication skills and a demonstrated ability to liaise effectively and sensitively with a wide range of individuals and multidisciplinary teams.
6. Proficient in the use of computer systems, word processing software, clinical software and hardware including electronic patient records and digital imaging.
7. Demonstrated ability to work collaboratively, providing operational management, support and guidance to team members.
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details	
Position Title	Nurse Manager – Renal
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	Nurse Manager 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	Yes
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>Manages the operations and coordination of renal clinical services across the Local Health District (LHD) and provides workforce leadership and direction for the Renal Nursing Unit Managers (NUM) to facilitate learning and development to achieve people focused quality care.</p> <p>In collaboration with the Manager District wide Programs is responsible for organisational management of the renal clinical service delivery to meet quality indicators and relevant performance targets.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Actively promote, support and embed a culture of patient safety, continuous quality improvement and provide leadership, direction and supervision for staff that supports learning and meets professional standards of practice ensuring staff understand their role and work within their scope of practice to deliver professional competent care in line with public expectations. 2. Manage and direct renal clinical services for the LHD while maintaining collaborative working relations with renal clinicians and NUM's to deliver efficient and effective coordination of patients and staff ensuring safe, appropriate staffing levels and skill mix to meet patient care needs, achieve improved patient safety, experience and quality outcomes. 3. In consultation with the NUM's Implement succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the nursing and midwifery workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce 4. Manage efficiently, the financial and physical resources of the designated services to achieve financial targets and budgets and report on actions/results taken/achieved to reduce any variations whilst ensuring high quality priority services within the resource allocation. 5. In collaboration with LHD Executive, Managers, Internal and external Key Stakeholders and ACT Cross Border Partners coordinate the development and implementation of LHD planning including but not

Lifting our people and performance to provide high quality support and care

Position Description

- limited to, emergency management, business /clinical service planning, new/changed models of care, manage and evaluate the organisational change process required to implement and ensure sustainability
- Establish and foster relationships with internal partners/external stakeholders and grow links to meet LHD priorities and directions for clinical service delivery, quality and safety and human resource management to support the functioning of the role.
 - Develop and maintain relationships with primary and community based services to help our community's lead healthy lives and encourage self-management at home through successful transfer of care planning and coordination

Key Challenges

- Managing changes in process and practice whilst maintaining a harmonious and effective work Environment
- Balancing clinical and resource decision making within finite resources
- Meeting performance requirements

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction and support, escalate issues and share information
2	Team	Convene and participate in meetings, share information and provide advice on issues
3	Stakeholders	Manage relationships with local site multidisciplinary teams and work collaboratively with teams across the LHD
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	Service Providers and External Stakeholders, ACT Renal Services	Ensure service runs efficiently and represent the renal clinical services at local and district level

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

- Registered Nurse with the Australian Health Practitioners Regulation Agency (AHPRA)
- Evidence of current Class C drivers licence and an ability and willingness to travel for work purposes. This may involve driving long distances and may extend to overnight stays as required.

Selection Criteria

- Relevant tertiary qualifications in management and/or clinical related field or equivalent work experience, or a combination of study and work experience.
- Demonstrated advanced communication and negotiation skills together with senior management abilities in change management, conflict resolution, mediation and negotiation with the capacity to influence local communities, health professionals, health interest groups and staff.
- Evidence of a successful record in meeting budgets, the ability to develop financial efficiency strategies and meet service targets.

Position Description

4. Proven leadership ability to motivate staff, lead and develop effective teams, drive a patient care environment focused on continuous quality improvement, formulating and evaluating new approaches across services.
5. Demonstrated ability to implement strategic plans across multiple LHD services
6. Demonstrated commitment to ongoing professional development and the capacity to apply knowledge and skills to manage a changing health care environment using innovative improvement strategies.

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Role Details	
Position Title	Manager, Oral Health Clinical Network
Award	Health Managers (State) Award
Position Classification	HSM 4
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>Responsible for the management of the operations of the oral health clinical stream and site based services in Southern NSW and Murrumbidgee Local Health Districts. Accountable for the achievement of financial and activity targets those services.</p> <p>The Manager is responsible for leading strategic planning for oral health and also has operational and direct line management for the clinical and non-clinical staff who are employed in a shared/hosted service role and work across both local health districts.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead the planning, direction and delivery of the oral health services in Murrumbidgee and Southern NSW LHDs in line with the agreed scope of work, budget and resources, to ensure the team achieve outcomes and deliverables within budget, on time and in line with activity and service targets. 2. Establish and maintain strong working relationships with a variety of staff, managers, client groups, and act in a professional and diligent manner. This will include being a central point of contact for stakeholders such as the Centre for Oral Health, Ministry of Health, Primary Health Network, Non-Government Organisations, Private Oral Health Providers, and other external partners. 3. Provide direct operational management for staff within the portfolio, including supporting staff to work towards targets, successfully implement changes to work practices/ behaviour and provide coaching, advice and support. 4. Lead the design and implementation of new models of care, service delivery, and service planning, and support broad health service review and redesign within a leadership and quality improvement framework. 5. Identify, monitor, mitigate and escalate risks associated with the program delivery 6. Provide timely, high level advice, recommendations, and reports to the General Manager, Executive and Board on the progress of activities across the portfolio.

Position Description

Key Challenges

1. Leadership of a dynamic and complex portfolio across two Local Health Districts. This includes meeting the various financial, personal and workforce challenges among a broad range of programs, which involves exercising critical thinking skills and sound operational judgement and operational management.
2. Sourcing and understanding evidence for new models of care, communicating the rationale for new ways of working and clearly articulating conceptual models into practical ways of working.
3. Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups across two large geographical areas.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager, Director Integrated Care and Partnerships (MLHD)	Escalate issues, keep informed, advise and receive instructions.
2	Direct Operational Teams	Provide line management, supervision and support to all staff reporting up to this program stream. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.

Staffing

Direct Reports	14.0 FTE TBC
Indirect Reports	0.0 FTE TBC

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualifications in health, management, community service or other relevant fields, and/or a significant level of program management experience in health or community service sector.
2. Demonstrated advanced skills in successfully planning, managing and evaluating health programs/projects to meet specified objectives, in a timely and cost effective manner.
3. Demonstrated advanced written and oral communication skills, experience using a variety of media and communication methods and proficiency with common computer applications.

Position Description

4. Demonstrated experience managing a budget and resources within a health environment, including understanding of accrual and reconciliation processes and the interpretation of common financial reports.
5. Demonstrated experience effectively managing staff, including demonstrated ability to lead, motivate and engage staff in different working groups.
6. Proficient interpersonal skills, including a demonstrated high level ability to effectively build rapport with various stakeholders relevant to the portfolio.
7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Manager Infectious Diseases/Deputy Public Health Controller
Award	Health Managers State Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the leadership, planning, development, implementation and evaluation of infectious disease services for Public Health in Murrumbidgee and Southern NSW Local Health Districts. This includes high level analysis of disease data, preparation and planning for emergency response of disease outbreaks and report preparation. The team consists of Surveillance Officers – infectious disease, and Tuberculosis CNC/nurse. The manager will be responsible for liaison and negotiation with stakeholders within the Health Districts, other relevant organisations and staff of NSW Health. This position will not only incorporate a managerial function but will also require operational input in Public Health. The role will undertake a leadership role in emergency response activities of the Public Health Unit.

Key Accountabilities
<ol style="list-style-type: none"> Lead and manage the team engaged in infectious disease response and analysis, and provide advice and assistance to the Director Public Health in relation to the development, implementation and evaluation of Health Protection programs across the Murrumbidgee and Southern NSW Local Health Districts. This work will incorporate the disciplines of communicable disease control and epidemiology. Provide a high level of expertise in public health core functions including epidemiological surveillance and investigation of community infection control incidents and outbreaks of infectious diseases. Prepare briefs for the Chief Executives of the Murrumbidgee and Southern NSW Local Health Districts to ensure they are updated on public health matters (especially emergencies) in a timely way. Ensure preparedness of public health to respond to disease outbreaks and other legislative requirements.

Position Description

3. Contribute to the identification of health protection priorities and to the development and implementation of evidence based strategies to maximise population health gains and reduce health inequities. These strategies are to comply with the requirements of appropriate legislation and the overall policy framework of the NSW Ministry of Health.
4. Participate in State public health policy and program development and review through departmental and inter-agency professional meetings and network groups.
5. Analysis and interpretation of infectious disease data and information.
6. Engagement with stakeholders in preparedness and education. Provide high level advice to local service providers, the community and media regarding public health risks and issues.
7. Fulfil disaster management responsibilities role in emergencies, including rostered as Public Health Controller.

Key Challenges

1. Managing the variation of activity which may present on any workday. Being flexible and have the ability to alter routines. Manage high workload at times.
2. This position requires the successful application of problem solving skills to manage challenges related to managing staff and providing strategic leadership.
3. Manage public concern with risk communication.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager – Director Public Health	Receive direction, provide supervision, subject matter expertise, escalate issues and share ideas
2	ID Team	Participate in meetings, share information and provide advice and oversight
3	Clients/cases	Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Medical Practitioners & other Health Professionals	Give/Seek advice, to inform and coordinate activities.
2	Health Protection NSW	Policy development, outbreak guidance/direction

Staffing

Direct Reports	10.0 FTE TBC
Indirect Reports	0.0FTE TBC

Essential Requirements

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. .

Selection Criteria

Position Description

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated high level knowledge of communicable diseases, including control strategies and the epidemiology of infectious disease.
3. Experience in the analysis of health data. Demonstrated analytical, critical appraisal and problem solving skills and experience in the preparation of reports.
4. Demonstrated organisational leadership and management skills.
5. Demonstrated high level written and verbal communication skills and ability to liaise with staff and external organisations at all levels whilst maintaining tact and diplomacy.
6. Ability to work independently and make a positive contribution to a multi-disciplinary team
7. Willingness to participate in afterhours work as needed and on-call roster.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Senior Health Promotion Officer, Falls Prevention
Award	Health Employees' Administrative Staff (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Senior Health Promotion Officer, Falls Prevention is responsible for facilitating and implementing agreed falls prevention priorities and programs across SNSW Local Health District (SNSWLHD) as well as provision of advanced leadership and staff management within the population health program.

Key Accountabilities
<ol style="list-style-type: none"> 1. Lead, coordinate and monitor agreed falls prevention project activities in clinical and community settings. 2. Support implementation of National Quality and Safety Standard for falls, including site audits and facility reports. 3. Lead a team of Health Promotion Officers to deliver population level program approaches. 4. Implement programs which ensure equity approaches to engage older people and encourage use of collaborative partnership approaches to support population health gains. 5. Collaborate to design and implement falls prevention organisational change strategies. 6. Provide advice on tailored management plans related to clinical review or series fall incidents. 7. Provide high quality resources to clinical settings including education, staff and consumer information and advice on falls prevention best practice methods to departments and external bodies. 8. Prepare and monitor a range of comprehensive reports related to falls data. 9. Undertake research and analysis to support innovative practice.

Key Challenges
<ol style="list-style-type: none"> 1. Balancing the need for population wide falls prevention strategies with hospital and community strategies. Coordinating approaches in population health, community and health facility settings will require prioritisation and dynamic responses. 2. Exercising resourcefulness to manage competing priorities, deadlines, including analytics of program outcomes.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
1	Direct Manager	Receive direction, escalate issues and share information
2	Facility Managers	Provide and receive information, provide support, receive enquiries
3	Departments	Share information, collaborative direction setting, exchange advice and subject matter expertise
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Program stakeholders	Share information, collaborative direction setting, partnerships
2	Agencies	Contribute to state outcomes, share information, collaborative direction setting, exchange advice

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> 1. Tertiary qualifications relevant to health promotion and/or demonstrated experience in health promotion program and project delivery. 2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> 1. Tertiary qualifications relevant to health promotion and/or demonstrated experience in health promotion program and project delivery. 2. Demonstrated high level understanding of contemporary health promotion practice, particularly in relation to falls prevention. 3. Demonstrated ability to work cooperatively in a team environment and manage programs and staff across a large geographical area. 4. Demonstrated ability to interpret population health related data, research findings and current evidence and to align practice accordingly. 5. Demonstrated ability to build strong and productive relationships with internal and external stakeholders. 6. Demonstrated change management skills. 7. Excellent written and oral communication skills, including report preparation. 8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	*Site/Area* Allied Health Team Leader
Award	Health Professionals (State) Award
Position Classification	Proposed AHP - Level (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The *Site/Area* Network Allied Health Team Leader provides operational management and targeted professional support for Allied Health services within the *Site/Area* .

Key Accountabilities
<ol style="list-style-type: none"> Act as the key Allied Health contact for operational issues impacting the * Site/Area * service. Identify and act on opportunities for improvement in clinical practice across the allied health teams, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD. Foster and promote an environment of participation and collaboration in service development and improvement through consultation. Actively contribute to maintaining a safe workplace that values the health and safety of co-workers, clients or visitors, with particular focus on adherence to National Safety and Quality Health Service Standards. Provide leadership and direction for workforce planning and capability strategies to align enhance and optimise effectiveness and efficiency of quality and safe clinical practice to ensure sustainability of Allied health resources to meet patient need.

Key Challenges
<ol style="list-style-type: none"> To lead, in an environment of constant change, improvement in the quality and efficiency of clinical services and the patient / client experience. To manage competing demands across a geographical area. Engagement with a diverse range of internal stakeholders.

Key Relationships	
Who?	Why?

Position Description

Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Work team	Share information and work collaboratively to contribute to achieving the team's business outcomes.
Does this role routinely interact with external Stakeholders? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
1	Patients, clients, consumers	Investigate, action and respond to feedback
2	External health service providers	Communicate professionally in the delivery of co-ordinated, quality care to patients and their families.

Staffing

Direct Reports	various FTE
Indirect Reports	various FTE

Essential Requirements

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Occupational Therapist or Physiotherapist or Psychologist or tertiary qualification as a Speech Pathologist and eligibility for membership of Speech Pathology Australia (SPA) or tertiary qualification in Nutrition and Dietetics and eligibility for membership of the Dietitians Association of Australia (DAA) or relevant tertiary qualifications in Social Work, Counselling or equivalent (as per NSW Health Service Health Professionals Award) with eligibility to the respective Australian professional association.
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as an Occupational Therapist or Physiotherapist or Psychologist or tertiary qualification as a Speech Pathologist and eligibility for membership of Speech Pathology Australia (SPA) or tertiary qualification in Nutrition and Dietetics and eligibility for membership of the Dietitians Association of Australia (DAA) or relevant tertiary qualifications in Social Work, Counselling or equivalent (as per NSW Health Service Health Professionals Award) with eligibility to the respective Australian professional association.
2. Demonstrated management skills across a large professional multi-disciplinary team, including the knowledge of contemporary issues relating to the delivery of allied health services, and the ability to lead service improvement across community and acute care settings.
3. Demonstrated high level written and verbal communication skills including interpersonal, negotiation and consultation skills and ability to develop and maintain collaborative relationships with internal and external partners.
4. Ability to work independently with limited supervision, organising workloads effectively and managing competing priorities and meeting deadlines.
5. High level strategic, conceptual, analytical and creative skills, along with the ability to provide high level advice and contribute to policy and planning processes and the implementation of strategic service delivery initiatives.
6. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	Tablelands/Snowy Monaro or Coastal Team Leader Aboriginal Health
Award	Health Managers (State) Award
Position Classification	HSM 2
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Team Leader Aboriginal Health is responsible for the day to day management, supervision and support of a team of Aboriginal Health workers within their specified locations. The Team Leader Aboriginal Health is required to maintain a comprehensive and well-coordinated service in accordance with the policies and standards of the respective Aboriginal programs and services. This requires collaboration with the team members and the Aboriginal Health Manager. Responsibilities include day to day management of the team, as well as frontline delivery of support to Aboriginal community members, leading the planning, development and evaluation of the programs and services as well as identifying professional training and staff development needs of the team.

Key Accountabilities
<ol style="list-style-type: none"> 1. Establish links with local Indigenous communities and within the region to encourage and support their engagement with health services. 2. Provide front line care and facilitate Aboriginal Health team members to provide timely and effective delivery of primary health care to Aboriginal people, including services and programs directed at the promotion of health, early diagnosis of disease or disability and prevention of disease. This service delivery is to be practical, culturally appropriate, acceptable and accessible to Aboriginal individuals, families and communities. 3. Maintain and promote links with local Aboriginal health Services including having oversight and coordination of general and project funded service delivery 4. Promote culturally appropriate, acceptable and accessible health services and programs to Aboriginal families in communities, by facilitating their full participation in the design, development, implementation and evaluation of area specific and health programs and services.

Position Description

5. Maintain and promote a seamless partnership between Aboriginal and non-Aboriginal staff, providing primary and preventative health education and health promotion programs to Aboriginal communities.
6. Exercise high level quality professional judgement on complex and critical tasks.
7. Oversee and prepare reports and relevant plans related to data collection, service delivery, service analysis and the submission of program reporting.

Key Challenges

1. Daily operational and strategic management decision making particularly given diverse locations of Aboriginal Health team.
2. Complying with policies, procedures, protocols, guidelines and work health safety whilst providing clinical intervention.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Work team	Provide line management, supervision and support to all staff reporting up to this program stream. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Aboriginal and Torres Strait Islander Communities	To listen and engage in relation to understanding local health needs

Staffing

Direct Reports	FTE TBC
Indirect Reports	FTE TBC

Essential Requirements

1. Be of Aboriginal or Torres Strait Islander decent (pursuant to Section 14 (d) of the Anti-discrimination Act 1977).
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. Relevant tertiary qualification in a health profession or other appropriate discipline or relevant high level experience and/or working towards relevant degree with demonstrated experience in providing supervision, leadership and support to staff.
2. Demonstrated and recent experience in analysis, planning, developing, implementing and evaluating Aboriginal programs and services.
3. Proven ability and experience in Aboriginal community development and health education / promotion
4. Demonstrated knowledge of current Commonwealth, State and Local and Aboriginal health priorities and demonstrated networking skills and knowledge of local Aboriginal resources.

Position Description

5. Demonstrated knowledge of current Commonwealth, State and Local and Aboriginal health priorities as per service level agreement, and demonstrated networking skills and knowledge of local Aboriginal resources.
6. Demonstrated skills in consultation, listening, negotiation and conflict resolution and an ability to work in a multi-disciplinary team.
7. Demonstrated high level interpersonal, written and oral communication and computer skills.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Tablelands/Snowy Monaro/Coastal Network Manager Integrated and Primary Care
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4/5 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vaccination Risk Category	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Provides high level leadership and targeted professional support for strategic and operational issues impacting the Network Allied Health and Community Nursing services.

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide high level leadership and advice to Allied Health and Community Nursing leads in relation to operational decision making and clinical leadership to ensure the provision of high quality clinical services to people in Southern NSW Local Health District (SNSWLHD), including exercise of independent professional judgement in solving problems and managing complex situations. 2. Lead and participate in planning, implementing, evaluating and reporting on services to promote effective and efficient clinical service delivery and models of care. 3. Identify and act on opportunities for improvement in clinical practice across the allied health and nursing teams, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD. 4. Foster and promote an environment of participation and collaboration in service development and improvement through consultation. 5. Lead the development and/or implementation of standards and associated policies and procedures to enhance the safety, effectiveness and efficiency of Allied Health and Community Nursing services in alignment with the National Standards. 6. Actively contribute to maintaining a safe workplace that values the health and safety of co-workers, clients or visitors, with particular focus on adherence to National Safety and Quality Health Service Standards. 7. Provide leadership and direction for workforce planning and capability strategies to align enhance and optimise effectiveness and efficiency of quality and safe clinical practice to ensure sustainability of Allied Health and Community Nursing resources to meet patient need.

Position Description

Key Challenges	
1.	To lead, in an environment of constant change, improvement in the quality and efficiency of clinical services and the patient / client experience.
2.	To manage competing demands across multiple disciplines and geographical area.
3.	Engagement with a diverse range of internal stakeholders.

Key Relationships		
Who?	Why?	
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Direct reports	Provide line management, supervision and support to all staff reporting up to this position. Act as the point of escalation for any strategic and operational issues.
3	Work team	Share information and work collaboratively to contribute to achieving the team's business outcomes.
Does this role routinely interact with external Stakeholders?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
1		

Staffing	
Direct Reports	various FTE
Indirect Reports	various FTE

Essential Requirements	
1.	Tertiary qualification in the relevant discipline and eligibility for membership of an appropriate Australian professional association in the discipline (for example Social Worker, Dietitian, Speech Pathologist etc) OR Registration with the Australian Health Practitioners Regulation Agency (AHPRA) (Registered Nurse, Occupational Therapist, Physiotherapist, etc).
2.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria	
1.	Tertiary qualification in the relevant discipline and eligibility for membership of an appropriate Australian professional association in the discipline (for example Social Worker, Dietitian, Speech Pathologist etc) OR Registration with the Australian Health Practitioners Regulation Agency (AHPRA) (Registered Nurse, Occupational Therapist, Physiotherapist, etc).
2.	Demonstrated management skills across a large professional multi-disciplinary team, including the knowledge of contemporary issues relating to the delivery of allied health and/or community nursing services, and the ability to lead service improvement across community and acute care settings.
3.	Demonstrated high level written and verbal communication skills including interpersonal, negotiation and consultation skills and ability to develop and maintain collaborative relationships with internal and external partners.
4.	Ability to work independently with limited supervision, organising workloads effectively and managing competing priorities and meeting deadlines.

Position Description

5. High level strategic, conceptual, analytical and creative skills, along with the ability to provide high level advice and contribute to policy and planning processes and the implementation of strategic service delivery initiatives.
6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	Tablelands/Snowy Monaro/Coastal Network, Team Leader, Violence Abuse and Neglect (VAN)
Award	NSW Health Service Health Professionals (State) award
Position Classification	Proposed Allied Health Level 4/5 (Subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The Network Team Leader, Violence Abuse and Neglect (VAN) is responsible for managing and leading the delivery of quality VAN services within the Network. This position includes a clinical caseload.

Key Accountabilities
<ol style="list-style-type: none"> Accountable for the provision of the VAN Network team's clinical service (including services of a more complex nature) to provide a high standard, including exercise of independent professional judgement in solving problems, managing a team of staff, and managing complex situations. Demonstrate advanced organisational skills in the provision of a clinical service and coordination of a group of staff across a regional health service. Provide a consultative service in area/s of clinical expertise to clinicians across the Network to promote the consistent provision of safe high quality patient centred care. Promote quality and safety of services by providing clinical supervision and support to Level 1, 2, 3 and 4 staff, Allied Health Assistants and students. Lead and participate in planning, implementing, evaluating and reporting on services across the social work team, to promote effective and efficient clinical service delivery. Identify and act on opportunities for improvement in clinical practice, and develop and lead ongoing quality improvement activities in order to improve clinical care provided to people in SNSWLHD.

Key Challenges
<ol style="list-style-type: none"> Working in a complex environment where there are competing and often rapidly changing priorities which requires balancing administrative workload with clinical demand. Developing productive and meaningful working relationships with multiple providers, including internal and external stakeholders, and ability to modify approaches for different groups.

Position Description

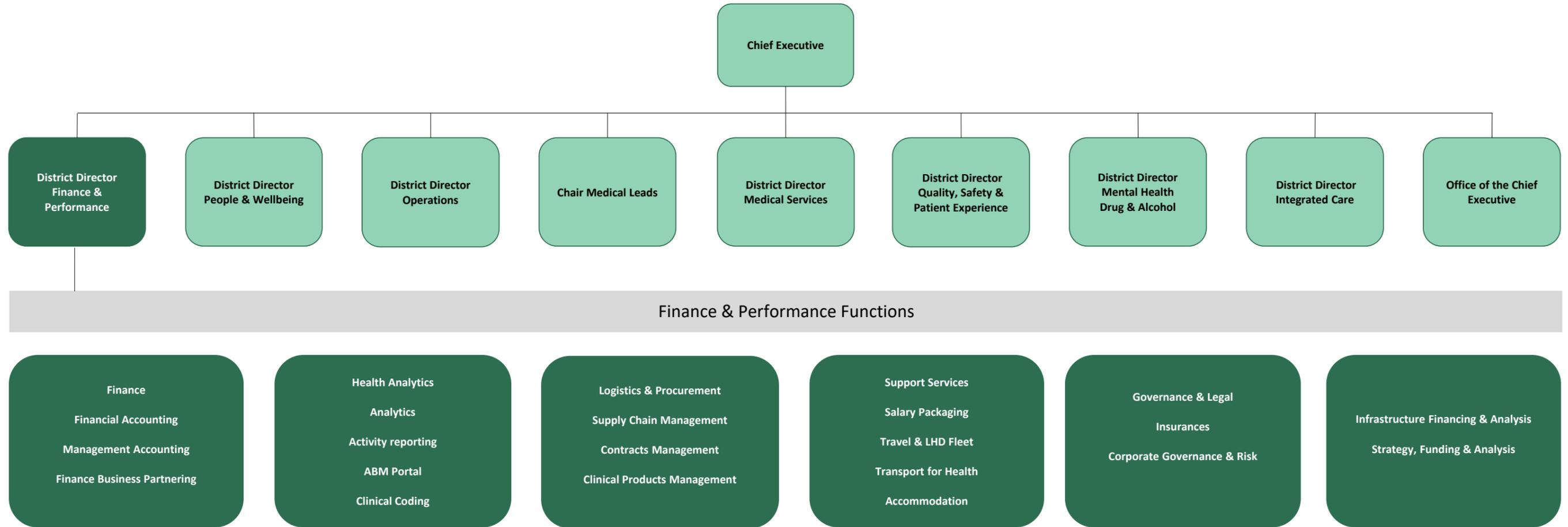
Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Escalate issues, keep informed, advise and receive instructions
2	Work team	Provide line management, supervision and support to all staff reporting up to this program stream. Act as the point of escalation for any strategic and operational issues.
3	SNSWLHD Internal Managers, sites and Staff (variable departments and locations).	Provide and receive feedback, for performance and operational issues to ensure service delivery is in accordance with agreed priorities and plans.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External agencies	Work collaboratively with external partners to facilitate strong working relationships. Provide and receive feedback on program deliverables.

Staffing	
Direct Reports	4.5 to 5.5 FTE TBC
Indirect Reports	0.0 FTE TBC

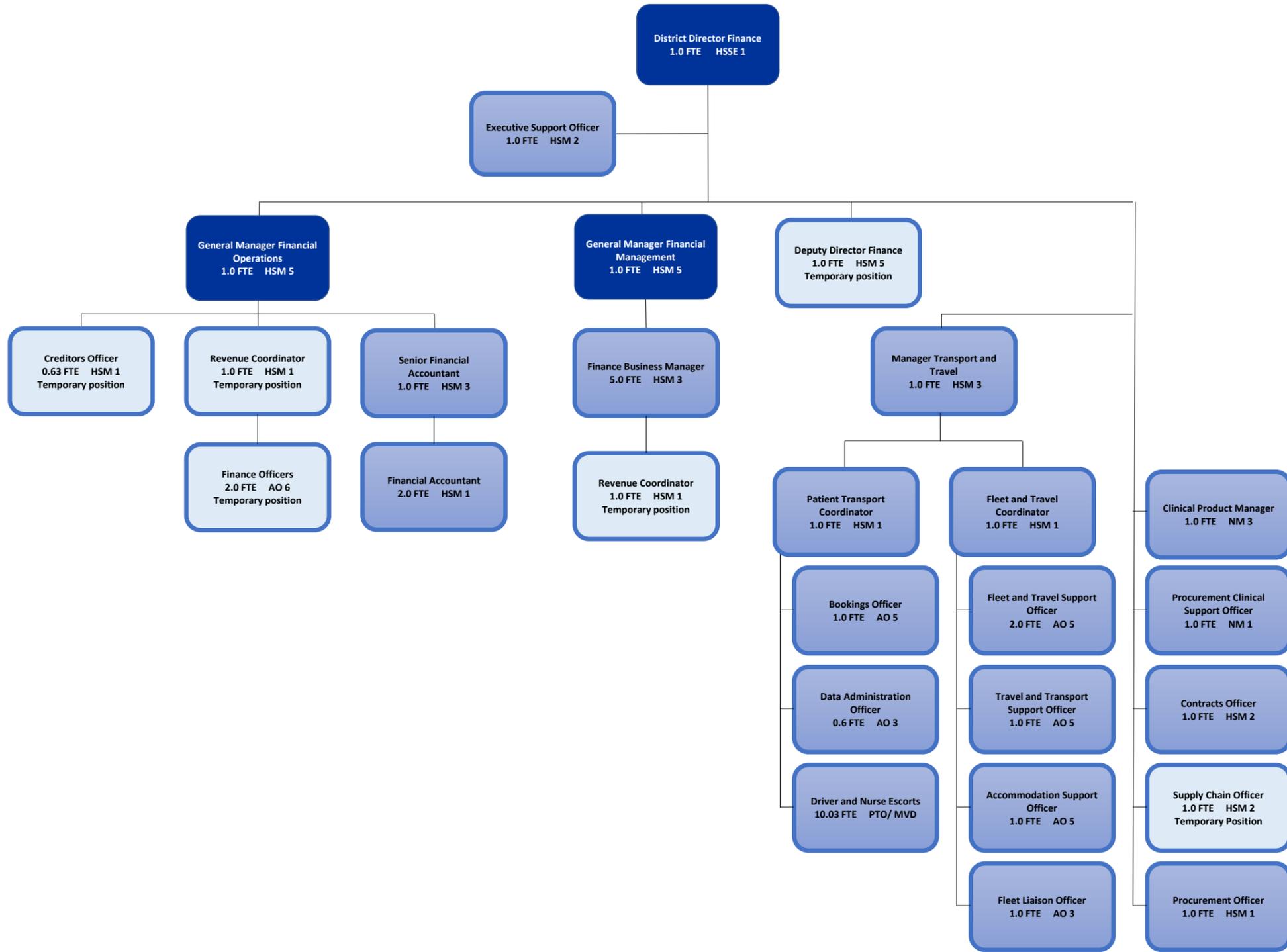
Essential Requirements
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Psychologist OR relevant tertiary qualifications in Social Work, Counselling or equivalent (as per NSW Health Service Health Professionals Award) with eligibility to the respective Australian professional association. . 2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Psychologist or relevant tertiary qualifications in Social Work, Counselling or equivalent (as per NSW Health Service Health Professionals Award) with eligibility to the respective Australian professional association. Demonstrated highly proficient written, verbal, interpersonal and negotiation skills. 2. Demonstrated clinical proficiency and ability to operationally manage a clinical team, including provision of supervision, support and training to other staff. 3. Ability to effectively prioritise and organise the social work clinical workloads within a team that spans multiple regional sites within the Network. 4. Experience in developing and optimising a range of social work services, including protocols and new services. 5. Evidence of ongoing personal continuous professional development. 6. Demonstrated experience in and commitment to service development, quality improvement and leading the implementation of evidence based practice. 7. Current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Proposed Finance & Performance Functions 25/08/2020



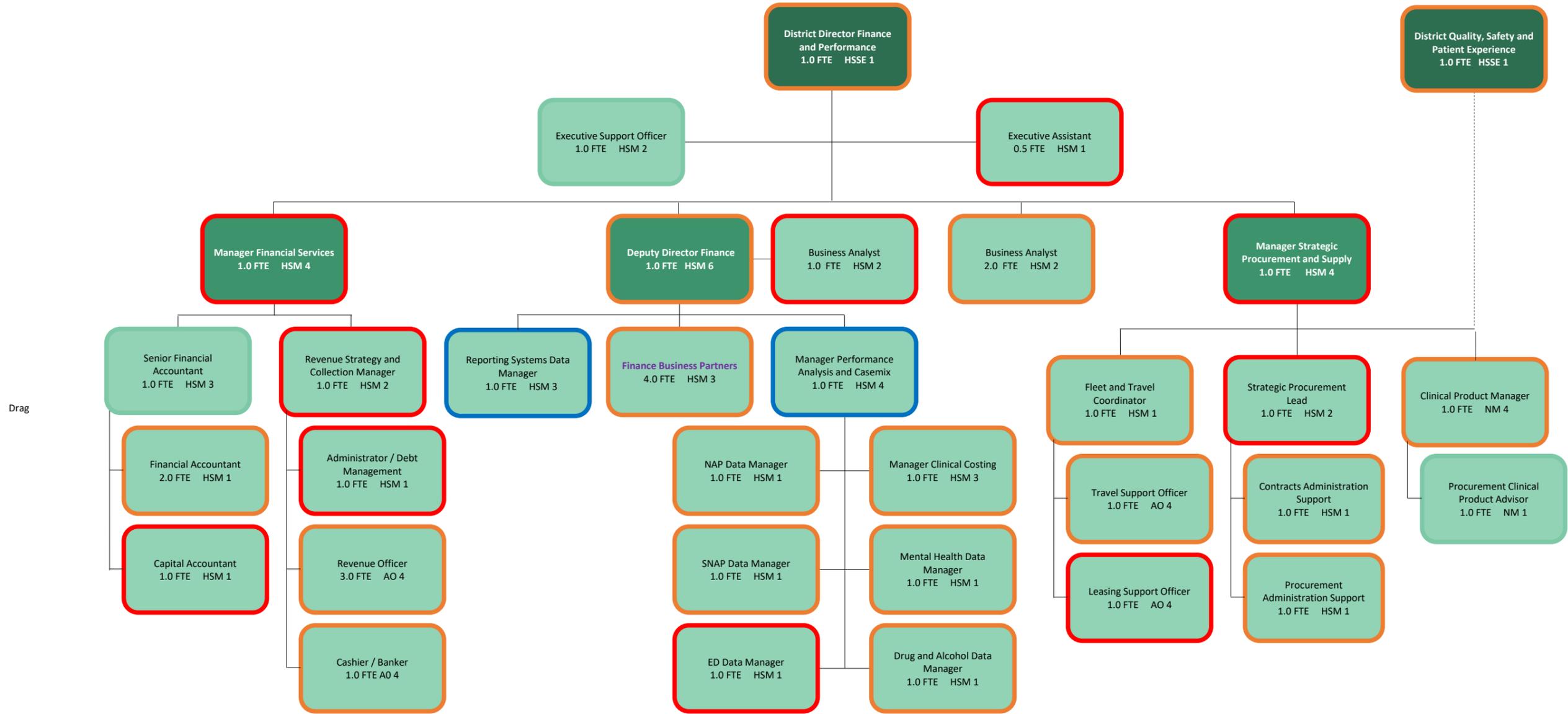
Current Finance Structure 19/06/2020



Key:



Proposed Finance and Performance Structure 13/08/2020



Drag

Key:



Proposed Impacted Position List – Finance

Role Type	Position	Grade	Nature of Change	Comments
Health Executive	District Director Finance	HSSE 1	Change position title and accountabilities.	Change to District Director Finance and Performance
Health Manager	General Manager Financial Operations	HSM 5	Position to be phased out by December 2020	
Health Manager	Creditors Officer	HSM 1	Position to be phased out by December 2020	Temporary position
Health Manager	Revenue Coordinator	HSM 1	Position to be phased out by December 2020	Temporary position
Health Administrative Staff	Finance Officers (2.0 FTE)	AO 6	Position to be phased out by December 2020	Temporary positions
Health Manager	Deputy Director Finance	HSM 5	Change to accountabilities, grade increase from HSM 5 to HSM 6	
Health Manager	General Manager Financial Management	HSM 5	Position to be phased out by December 2020	
Health Manager	Finance Business Manager	HSM 3	Change to position title, FTE decrease from 5.0 to 4.0	Change to Finance Business Partner
Health Manager	Revenue Co-ordinator	HSM 1	Position to be phased out by December 2020	Temporary position
Health Manager	Manager Performance, Analysis and Casemix	HSM 4	Move from Information and Infrastructure to Finance and Performance	
Health Manager	Manager Waitlist and Patient Flow	HSM 4	Position to be phased out by December 2020	
Health Manager	Manager Activity and Reporting	HSM 2	Position to be phased out by December 2020	
Health Manager	Business Analyst	HSM 2	Move from Information and Infrastructure to Finance and Performance	
Health Manager	Non-Admitted and SNAP Manager	HSM 1	Move from Information and Infrastructure to Finance and Performance	
Health Manager	Manager Clinical Costing	HSM 3	Move from Information and Infrastructure to Finance and Performance	
Health Manager	Reporting and Costing Coordinator	HSM 1	Position to be phased out by December 2020	
Health Manager	Reporting Systems Data Manager	HSM 3	Move from Information and Infrastructure to Finance and Performance	
Health Manager	MHIDP/MHOAT Information Manager	HSM 2	Significantly amended role to be in place by December 2020. Change from Mental Health Drug and Alcohol to Finance and Performance, change to accountabilities and position title.	Change to Mental Health Data Manager HSM 1
Health Manager	Drug and Alcohol Information Manager	HSM 2	Significantly amended role to be in place by December 2020. Change from Mental Health Drug and Alcohol to Finance and Performance, change to accountabilities and position title.	Change to Drug and Alcohol Data Manager HSM 1
Health Manager	General Manager Supply Chain and Logistics	HSM 5	Position to be phased out by December 2020	
Nurses and Midwives	Clinical Product Manager	NM 3	Change to accountabilities, increase grading from NM 3 to NM 4	
Health Manager	Contracts Officer	HSM 2	Change to accountabilities and position title	Change to Contracts Administration Support HSM 1
Health Manager	Supply Chain Officer	HSM 2	Position to be phased out by December 2020	
Health Manager	Procurement Officer	HSM 1	Change to accountabilities and position title	Change to Procurement Administration Support
Health Manager	Manager Transport and Travel	HSM 3	Position to be phased out by December 2020	
Health Manager	Patient Transport Coordinator	HSM 1	Position to be phased out by December 2020	
Health Manager	Fleet and Travel Coordinator	HSM 1	Change to accountabilities	
Health Administrative Staff	Fleet and Travel Support Officer	AO 5	Position to be phased out by December 2020	
Health Administrative Staff	Travel and Transport Support Officers (2.0 FTE)	AO 5	Position to be phased out by December 2020s	
Health Administrative	Accommodation Booking Support	AO 5	Position to be phased out by December 2020	

Organisational Restructure – Finance

Staff	Officers			
Health Administrative Staff	Bookings Officer	AO 5	Change to accountabilities, position title, grade decrease from AO 5 to AO 4	Change to Travel Support Officer
Health Administrative Staff	Data Administration Officer	AO 3	Position to be phased out by December 2020	
Health Administrative Staff	Fleet Liaison Officer	AO 3	Position to be phased out by December 2020	
Various	Patient Transport Drivers and Nurse Escorts	Various	Transferring to Operations	

Position Description



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Role Details	
Position Title	Administrator / Debt Management
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vaccination Risk Category	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for day to day accounts receivable and debt management functions. Drive organisational performance improvements in debt management.

Key Accountabilities

1. Review and manage debt collection related to Patient Admissions, Medical and Sundry Debt, including compensable or ineligible accommodation billing and medical billing and prostheses fees.
2. Manage debt recovery to achieve and maintain service levels and KPI's.
3. Coordinate, monitor and provide data, analysis and reporting collaboratively within financial operations and across the organisation to optimise debt management.
4. Implement and provide professional, detailed, accurate and timely documentation and processes to support an effective internal control environment and facilitate debt management.
5. Assist in the preliminary analysis of funding proposals and provide recommendations to direct line manager that help achieve financially sustainable outcomes for the organisation.
6. Support and educate site based staff to deliver on time data through team work and collaboration to ensure information is appropriately recorded, retained and available for timely debt processing and to meet stakeholder needs.
7. Manage and maintain records and records management systems to enable the use of debt management information to inform business decisions.
8. Plan and deliver project work as required.

Key Challenges

1. Negotiating and influencing site based staff whilst building teamwork to obtain data, meet targets and deliver effective outcomes.

Position Description

Key Relationships	
<i>Who?</i>	<i>Why?</i>
1 Direct Manager	Receive direction, escalate issues, share information and process navigation.
2 Team	Facilitate meetings and communication, share information, coordinate workload.
3 Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1 Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria
1. Relevant qualifications or experience in finance and/or accounting and/or a health related field. 2. Well-developed interpersonal, verbal and written communication skills to liaise with staff from a range of professional backgrounds, identify needs and concerns and negotiate acceptable outcomes. 3. Demonstrated high level planning, processing, reporting and monitoring skills in the context of accounts receivable and debt management. 4. Effective time management and demonstrated ability to prioritise to complete tasks to agreed timeframes in a complex environment. 5. Ability to exercise initiative working independently and in a team environment. 6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Business Analyst
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Extract, interpret and report on data to provide valuable insights and track key performance metrics to inform business decisions and improve business performance.

Key Accountabilities

1. Review, analyse and interpret data and identify patterns and trends in data sets to determine their impact on business operations and effectiveness.
2. Build strong, productive partnerships with Executive, senior managers and business partners to support performance and strategically aligned outcomes.
3. Gather, analyse and synthesize large quantities of information to generate accurate and meaningful insights, reports and recommendations to support informed decision making, planning and accountability.
4. Provide leadership and technical expertise in the development of systems to improve data to support organisational needs and ensure data quality meets NSW Ministry of Health standards.
5. Undertake investigations, highlight issues, implications and develop high level recommendations in relation to data quality issues, and develop and negotiate quality improvement programs with data custodians.
6. Liaise with key internal and external stakeholders to ensure required extracts, feeds and templates from the numerous corporate and clinical information systems meet all requirements.

Key Challenges

1. Provide meaningful analytics and recommendations to inform business decisions and improve outcomes.
2. Accurately review, analyse and interpret complex and multi factorial data.
3. Assist clinical managers to understand business and financial management information.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Deputy Director Finance	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria
<ol style="list-style-type: none"> 1. Tertiary qualifications as they relate to the position and/or equivalent demonstrated extensive experience in the provision of business support and analysis services within a complex environment. 2. Demonstrated high level understanding of data systems used within SNSWLHD and/or significant experience in using similar systems, or the ability to learn new databases and systems quickly. 3. Demonstrated experience in monitoring, analysing and reporting performance metrics and data that influences business outcomes. 4. Strong consultation, communication and negotiation skills and proven ability to establish and maintain stakeholder relationships and work effectively with a diverse range of people and organisations. 5. Strong analytical, conceptual, problem solving and organisational skills with the ability to effectively manage competing priorities and meet tight deadlines. 6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details	
Position Title	Capital Accountant
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Deliver statutory and professional financial reporting and initiatives, including addressing audit matters to achieve compliance, facilitate financial decision making and create an effective internal control environment that builds financial sustainability to support the effective and efficient operation of Southern NSW Local Health District (SNSWLHD) to achieve business and service objectives.

Key Accountabilities
<ol style="list-style-type: none"> 1. Assist in the preparation of monthly and annual reporting requirements to adhere to public sector, Australian Accounting and International Financial Reporting standards in external reporting and deadlines as part of NSW Health's annual financial statement reporting to Parliament. 2. Coordinate submissions to the NSW Ministry of Health for all capital works reporting on behalf of SNSWLHD and provide analytical overview of reports and appropriate follow-up actions. 3. Liaise with the asset management team to develop and maintain asset reporting systems to ensure accurate and detailed reconciliation, indicating levels of outstanding capital funding from the Ministry of Health. 4. Prepare and provide data, analysis and financial reporting collaboratively within financial operations and across the organisation to support financial decision making and compliance including consistent function of internal and management controls to achieve validity and accuracy of information provided. 5. Participate in meeting internal and external performance requirements by facilitating financial accounting functions on a monthly and annual basis including the preparation and processing of monthly journals, accruals and reconciliations. 6. Provide authoritative advice, subject matter expertise and guidance to senior staff, managers and the Board to support the discharge of financial responsibilities.

Key Challenges
<ol style="list-style-type: none"> 1. Meet strict deadlines and targets with limited supervision to deliver effective support.

Position Description

- Building collaborative and strong partnerships with stakeholders across a large geographical area and multiple sites to deliver effective outputs.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Senior Financial Accountant	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

- Relevant tertiary qualification in accounting and eligibility for membership of a recognised Australian professional accounting body.
- Well-developed interpersonal, verbal and written communication skills to liaise with staff from a range of professional backgrounds, identify needs and concerns and negotiate acceptable outcomes.
- Demonstrated experience in the preparation of monthly reports, accruals and the reconciliation of budget and actual data.
- Demonstrated understanding of budgets and financial reporting as they relate to the public health environment.
- High level time management, planning, analytical and report writing skills and the ability to apply these to achieve deadlines, performance requirements, statutory obligations and business objectives within set timeframes and with competing priorities.
- Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Cashier / Banker
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaccination Risk Category	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the daily identification, receipting and banking of all money received by way of cash/cheques in daily mail, and/or by direct deposit into the general fund bank accounts.

Key Accountabilities

1. Ensure all receipts (i.e. via daily mail or by direct deposits) are accounted and banked/receipted daily (including matching of remittance advices direct deposits in bank).
2. Ensure daily receipting to the business systems - Power Billing & Revenue Collection (PBRC), Hosbil, Oracle and the inpatient management system (iPM), as identified from the daily bank statement and matched to remittance advices, including maintenance of Excel spreadsheets for reconciliation purposes.
3. Ensure daily receipting of individual hospital banking where patient fees are included, i.e. hospital ADI's.
4. Provide support for bank reconciliation processes associated with PBRC receipt batches (i.e. reconcile PBRC Banked Batch Receipt Report to daily bank statements).
5. Provide support to debt collection processes for compensable/ineligible non admitted patient services (emergency department presentations) including follow up with insurance companies/employers in line with approved practices.
6. Assist with ongoing implementation and maintenance of quality practices and system processes.

Key Challenges

1. Meeting daily/monthly deadlines in a high volume environment.
2. Develop effective communication with internal and external stakeholders to support business practices.

Key Relationships

	Who?	Why?
1	Direct Manager	Receive direction, escalate issues, share information and process navigation.

Position Description

2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Relevant experience in finance, revenue processing, banking and/or health related field.
3. Well-developed interpersonal, verbal and written communication skills to liaise with staff from a range of professional backgrounds, identify needs and concerns and negotiate acceptable outcomes.
4. Demonstrated planning, processing, reporting and monitoring skills in the context of patient revenue.
5. Evidence of understanding accounts payable and procurement functions and reporting as they relate to the public health environment.
6. Demonstrated experience in ICT and financial systems such as Oracle, SMRT and Microsoft Office.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Deputy Director Finance
Award	Health Managers (State) Award
Position Classification	Proposed HSM 6 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide strategic direction, financial operations and management support in the overall planning, development and control of finance. Responsible for providing leadership and direction for the LHD's Business Intelligence strategy and systems.

Key Accountabilities

1. Analyse performance, identify impediments and develop solutions in relation to financial and efficiency improvement projects to ensure milestones and KPIs are achieved.
2. Drive implementation of ongoing financial management and efficiency reforms in order to improve financial performance, budget controls and accountability within the public health system.
3. Coordinate and manage mechanisms and programs aimed at achieving and sustaining strong performance in financial management and reporting, including change management and financial training programs.
4. Report to and represent the District Director, Finance and Performance in establishing a close professional relationship between the SNSWLHD and the Department and ensure SNSWLHD provides advice in a timely, accurate and strategic manner on financial management and efficiency initiatives.
5. Develop Activity Based Management Principles and be the primary business lead in clinician engagement.
6. Provide senior oversight of the budget development process within the LHD and be a point of contact with regards resource allocation with the Ministry of Health.
7. Provide authoritative advice to SNSWLHD Business Mangers regarding strategic and operational issues.
8. Be a mentor and effective contributor to the NSW financial management network to promote best practice, knowledge management and resolve impediments to change.

Key Challenges

1. Understanding the interrelationships and pressures associated with legislative and policy arrangements between the Commonwealth and State Governments, private insurers, private and non -government health service providers. Understanding the role and influence of key stakeholders in the NSW health

Position Description

system including medical, nursing and allied health workforces, suppliers, industrial bodies and community groups.

2. Developing reporting processes and practices that are sufficiently robust to withstand external scrutiny.
3. Making the best use of available information systems, understanding system limitations and developing alternative strategies for analysis as required.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	District Director, Finance and Performance	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	3.00 FTE
Indirect Reports	6.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary accounting, commerce or finance qualification and/ or equivalent experience and membership of an accounting professional body or working towards same, supported by demonstrated senior experience in financial operations of a Health Service (or similar body).
2. Excellent interpersonal, verbal and written communication, consultation, negotiation and problem solving skills to build and maintain collaborative relationships with a diverse range of stakeholders.
3. High level management accounting, planning, analytical, reporting, monitoring, economic evaluation, organisational and conceptual skills.
4. Detailed knowledge of contemporary legislation and policy development, implementation and monitoring in the context of coordinating management accounting operations within the public health environment.
5. High level time management skills and the ability to apply these to achieve statutory obligations, performance requirements and business objectives within set timeframes and with competing priorities.
6. Demonstrated leadership and people management skills including successful engagement within the organisation and with stakeholders, team building and the delivery of successful and timely outcomes in line with the organisation's strategic objectives.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Finance Business Partner
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provides critical liaison between operations, finance and other stakeholders. Business partnering with the ability to influence key stakeholders on operational effectiveness and efficiency by providing timely strategic financial analysis and advice.

Key Accountabilities

1. Leading strategic financial analysis for decision making in relation to operations including full transparency of costs and non-financial implications.
2. At the direction of the General Manager, performing financial simulations, cost estimates and evaluations for future business submission and proposals.
3. Lead the development of the annual budgeting process, timely review and analysis of the monthly financial outcomes, preparation of the financial forecast and the development of sustainability strategies.
4. Where required, at the direction of the General Manager and/or the Director Finance, perform financial simulations, costings estimates and evaluations for new or changes service models and the identify areas of savings through procurement and improved business practices to ensure services are delivered in the most efficient manner; maintain adequate funding levels (especially in relation to activity based funding models) and raise revenue.
5. Provide professional Finance advice to the executives Director and senior management, clinicians regarding financial performance, including the development and implementation of effective corrective actions as agreed or required.
6. Monitor and uphold compliance with all professional standards for service delivery. This includes seeking advice where there is no existing policy or precedent, to be able to assess impact on the finances of the organisation.
7. Effectively self-manage, whilst maintaining flexibility and responsiveness to financial matters and inquiries including the management of positive and constructive relationships with teams and partners.
8. Articulate vision and act as a spokesperson for financial services within the Directorate and actively support innovation, lateral thinking and a reflective learning / quality culture that enables both individuals and the organisation to develop.

Position Description

Key Challenges

1. Lead the business strategy for a complex health service by applying professional knowledge and skills towards issues within a large, complex, environment and manage expectations and budget within a changing environment.
2. Anticipate problems and develop contingency strategies to meet complex situations whilst applying intellectual rigor to all aspects of work.
3. Support a workplace in which people work collaboratively and co-operatively to facilitate the delivery of a high level service.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Deputy Director Finance	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification in accounting, business, finance, economics or related discipline and eligibility for membership of a recognised Australian professional accounting body.
2. Experience and skills and effective performance in planning and managing budgets, finances and service contracts in a large and complex organisation.
3. Knowledge and understanding of the complexity of business and financial operations in the NSW public health system, including activity based funding.
4. High level skills with information and communication technology (ICT) hardware and software and ability to readily learn new complex systems.
5. Demonstrated ability in providing meaningful analysis, insights and commentary in relation to financial performance, financial forecasting and the development of accurate full year projections.
6. Advanced communication skills, both, verbally and written and the ability to communicate to various stakeholders, such as, executive management, clinicians and other senior health professionals across the organisation.
7. Demonstrated ability to organise workloads effectively to meet competing priorities in a busy complex work environment.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Financial Accountant
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Deliver statutory and professional financial reporting and initiatives, including addressing audit matters to achieve compliance, facilitate financial decision making and create an effective internal control environment that builds financial sustainability to support the effective and efficient operation of Southern NSW Local Health District (SNSWLHD) to achieve business and service objectives.

Key Accountabilities

1. Assist in the preparation of monthly and annual reporting requirements to adhere to public sector, Australian Accounting and International Financial Reporting standards in external reporting and deadlines as part of NSW Health's annual financial statement reporting to Parliament.
2. Prepare and provide data, analysis and financial reporting collaboratively within financial operations and across the organisation to support financial decision making, reporting and compliance.
3. Participate in meeting internal and external performance requirements by facilitating financial accounting functions on a monthly and annual basis including the preparation and processing of monthly journals, accruals and reconciliations.
4. Implement and provide professional, detailed, accurate and timely documentation and follow up of outstanding financial items for audit purposes such as year-end, monthly narrative supporting schedules and annual budget allocations, to support an effective internal control environment on a current and annual basis.
5. Facilitate and support key budget stakeholders in understanding initial allocations, internal budget adjustments and ongoing additional supplementations received from the NSW Ministry of Health throughout the financial year.
6. Assist in the preliminary analysis of funding proposals and provide recommendations to direct line manager to assist in achieving financially sustainable outcomes for the organisation.

Key Challenges

1. Meet strict deadlines and targets with limited supervision to deliver effective support

Position Description

- Building collaborative and strong partnerships with stakeholders across a large geographical area and multiple sites to deliver effective outputs

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Senior Financial Accountant	Escalate issues, keep informed, advise and receive instructions
2	Team	Participate in meetings to obtain the work group perspective and share information. Work collaboratively to contribute to achieving the team's outcomes.
3	Executive, Senior Managers and staff	Receive enquiries, share information, process navigation, provide secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Consultants	Obtain subject matter expertise and advice, share information, collaborative direction setting

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

- Relevant tertiary qualification in accounting and eligibility for membership of a recognised Australian professional accounting body.
- Well-developed interpersonal, verbal and written communication skills to liaise with staff from a range of professional backgrounds, identify needs and concerns and negotiate acceptable outcomes.
- Demonstrated experience in the preparation of monthly reports, accruals and the reconciliation of both budget and actual data.
- Evidence of understanding budgets and financial reporting as they relate to the public health environment.
- High level time management, planning, analytical and report writing skills and the ability to apply these to achieve deadlines, performance requirements, statutory obligations and business objectives within timeframes and with competing priorities.
- Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Manager Finance
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and deliver statutory and professional financial reporting and initiatives including: addressing audit matters to achieve compliance: facilitating financial decision making; and creating an effective internal control environment that builds financial sustainability. Co-ownership of the preparation of statutory and professional reporting requirements.

Key Accountabilities

1. Manage the financial operations functions, systems and resources, supporting the delivery of monthly and annual reporting requirements to adhere to public sector, Australian Accounting and International Financial Reporting standards in external reporting and deadlines as part of NSW Health's annual financial statement reporting to Parliament.
2. Ensure effective financial accounting is consistently applied through collaboration with internal and external audit and that financial accountability and internal controls exist, are monitored and reported on to meet regulatory, statutory and policy requirements.
3. Facilitate the organisation to meet financial performance requirements by preparing plans, conducting analysis and delivering financial reports to committees, the Executive, Board and NSW Ministry of Health to facilitate effective monitoring and decision making.
4. Enable regulatory responsibilities with respect to treasury and taxation matters including GST and FBT to be met; and adhere to public sector, Australian Accounting and International Financial Reporting standards in external reporting and deadlines as part of NSW Health's annual financial statement reporting to Parliament.
5. Lead an accounting team, including mentoring and developing staff and aligning team goals to organisational goals.
6. Provide authoritative advice, subject matter expertise and guidance to senior staff, managers and the board to support the discharge of financial responsibilities.

Key Challenges

1. Delivering reports that meet strict deadlines and targets with limited supervision in a high volume health environment, whilst meeting deadlines and maintaining accuracy.

Position Description

2. Maintaining breadth of technical knowledge to deliver reports that meet strict deadlines and targets with limited supervision in a high volume health environment.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Direct Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants, external auditors	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	2.00 FTE
Indirect Reports	8.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification in accounting, commerce or finance and/ or equivalent experience and full membership of an accounting professional body or working towards same.
2. Well-developed interpersonal, verbal and written communication, consultation, negotiation and problem solving skills and the ability to build and maintain collaborative relationships with a diverse range of stakeholders.
3. High level financial accounting, planning, analytical, reporting, monitoring, economic evaluation, organisational and conceptual skills.
4. Detailed knowledge of the Australian Accounting Standards, contemporary legislation and policy development, implementation and monitoring in the context of coordinating financial accounting operations within the public health environment.
5. High level time management skills and the ability to apply these to achieve statutory obligations, performance requirements and business objectives within timeframes and with competing priorities.
6. Demonstrated leadership and people management skills evidenced by team building and the delivery of successful and timely outcomes in line with the organisation's strategic objectives.
7. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Executive Support Officer
Award	Health Employees' Administrative Staff (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide a range of high level support services to the Directorate by coordinating, managing and assisting with projects, administrative, professional and personnel functions.

Key Accountabilities

1. Prepare, manage and review the provision of high level communications and correspondence including briefings, reports and submissions having particular regard to privacy, policy and awards to meet confidentiality obligations and ensure the comprehensiveness, accuracy and timeliness of written information.
2. Lead and/ or contribute to projects including implementing, monitoring and reporting on milestones and plans to inform decision making and support achievement of organisational objectives.
3. Identify risks and potential solutions using autonomy, high level initiative, independent judgement, leadership and problem solving, responding to emerging issues to ensure effective resolution with minimal risk to the organisation.
4. Build partnerships and collaborative relationships including the effective management of conflicts and grievances; through modelling, promoting and encouraging a culture that embraces the values of the organisation and a positive "can do" attitude in interactions with all stakeholders.
5. Research and prepare advice, information and reports on diverse and complex policy, planning and operational matters to facilitate informed decision making and planning.
6. Work closely with the Director to optimise the Directorates productivity through clear communication and delineation of tasks and workload.

Key Challenges

1. Working constructively with differing stakeholders and managers to achieve a realistic and effective process to meet variable and tight deadlines.
2. Managing the challenges presented including the effect on culture, motivation and staff satisfaction ensuring the industrial relations remain stable through a period of organisational change.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> 1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. 2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> 1. Demonstrated understanding of project management including working to timeframes and delivering a project on time. 2. Demonstrated experience and ability to evaluate, interpret and collate large amounts of data and provide meaningful, accurate reports. 3. Proven organisational skills, including managing multiple meetings and relevant documentation and follow up. 4. Demonstrated advanced interpersonal, written and verbal communication skills. 5. Proven time management skills with the ability to meet deadlines and respond. 6. Demonstrated sound analytical, problem solving, decision making and negotiation skills. 7. Proven capacity to work autonomously and also part of a multidisciplinary team to achieve project outcomes. 8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Revenue Officer
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed A0 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vaccination Risk Category	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Generate and support the delivery of revenue and accounts receivable functions including patient billing to achieve compliance, facilitate financial decision making and create an effective internal control environment that builds financial sustainability.

Key Accountabilities
<ol style="list-style-type: none"> 1. Coordinate, monitor and provide data, analysis and reporting collaboratively within financial operations and across the organisation to optimise the generation of revenue. 2. Implement and provide professional, detailed, accurate and timely documentation and processes to support an effective internal control environment and facilitate compliance including debt management. 3. Assist in the preliminary analysis of funding proposals and provide recommendations to the direct line manager that help achieve financially sustainable outcomes for the organisation. 4. Support and educate site based staff to deliver on time data through team work and collaboration, to ensure information is appropriately recorded, retained and available for timely revenue processing and to meet stakeholder needs. 5. Manage and maintain records and records management systems to enable the use of revenue and accounts receivable information to inform business decisions. 6. Plan and deliver project work and support the Finance team as required.

Key Challenges
<ol style="list-style-type: none"> 1. Negotiating and influencing site based staff whilst building teamwork to obtain data, meet targets and deliver effective outcomes.

Key Relationships	
<i>Who?</i>	<i>Why?</i>
1 Direct Manager	Receive direction, escalate issues, share information and process navigation.

Position Description

2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant experience in finance and/or revenue and/or health related field.
2. Well-developed interpersonal, verbal and written communication skills to liaise with staff from a range of professional backgrounds, identify needs and concerns and negotiate acceptable outcomes.
3. Demonstrated high level planning, processing, reporting and monitoring skills in the context of patient revenue.
4. Effective time management and demonstrated ability to prioritise to complete tasks to agreed timeframes in a complex environment.
5. Ability to exercise initiative, work independently and in a team environment.
6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Revenue Strategy and Collection Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the management of revenue raising and debt collection services. Develop and maintain high level cooperative relationships with key external agencies.

Key Accountabilities

1. Key responsibility for the efficient and effective day-to-day functions and operations of the Revenue Services team to ensure the best utilisation of available resources to achieve high value district revenue systems and collections services.
2. Lead the development of a value add environment where opportunities to drive improvements in revenue generation, collection and reporting are prioritised.
3. Manage and lead the development of best practice operations for key revenue, debtor management and cash collection systems in line with performance KPIs, recovery rates and applicable policy, with a clear focus on achieving improved outcomes.
4. Develop and implement internal business practices and provide strategic and operational advice to the Manager Finance.
5. Develop strong relationships with staff, engaging with those responsible for service provision where billing opportunities may be developed.
6. Overall management of the patient billing and revenue systems including project management for implementation of new modules.
7. Manage and improve revenue systems relating to inpatient accommodation charges, 'simplified billing' systems and protocols, prosthetics and diagnostic billings, non-inpatient billings, DVA and miscellaneous charging, etc.
8. Manage the debtor systems and debt recovery with KPIs, ensuring prompt attention to aging debts, and proactive management and follow-up of formal debt recovery actions through external debt collection agents.

Key Challenges

1. Development of business processes in a changing environment (affected by the implementation of future system functionalities).

Position Description

2. Engagement with end users resistant to change.
3. Co-ordination with external support services with competing priorities.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
1	Direct Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.

Does this role routinely interact with external Stakeholders?

Yes No

1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.
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Staffing

Direct Reports	5.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated experience with the co-ordination of a revenue strategy/collection unit within a medium to large organisation. Business administration qualifications desirable.
3. Strong leadership and management skills, experience in staff supervision, and the capacity to build a team focused on high quality customer service.
4. Demonstrated systems development experience with an emphasis on service delivery and achievement.
5. Demonstrated capacity to identify revenue opportunities and review these against relevant state and commonwealth policies.
6. Significant consultation, communication, negotiation and problem solving experience in order to build capacity within teams and unit managers in order to facilitate accountability and improve performance.
7. Demonstrated experience in the preparation and analysis of financial information and advanced computer software skills leading to improved business outcomes.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Senior Financial Accountant
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide efficient and effective financial management support. Ensure managers have available information to adequately discharge their accountabilities for financial and activity management; provide high level technical advice and business support to managers, and support the financial reporting requirements of internal and external stakeholders.

Key Accountabilities

1. Assist with management of the financial operations functions, systems and resources, supporting the delivery of monthly and annual reporting requirements to adhere to public sector, Australian Accounting and International Financial Reporting standards in external reporting and deadlines as part of NSW Health's annual financial statement reporting to Parliament.
2. Ensure effective financial accounting is consistently applied through collaboration with internal and external audit, and ensure that financial accountability and internal controls exist, are monitored and reported to meet regulatory, statutory and policy requirements.
3. Facilitate the organisation's capacity to meet financial performance requirements by preparing plans, conducting analysis and delivering financial reports to committees, the Executive, Board and Ministry of Health for monitoring and decision making purposes.
4. Enable regulatory responsibilities with respect to treasury and taxation matters including GST and FBT to be met; and adhere to public sector, Australian Accounting and International Financial Reporting standards in external reporting and deadlines as part of NSW Health's annual financial statement reporting to Parliament.
5. Provide authoritative advice, subject matter expertise and guidance to senior staff, managers and the Board to support the discharge of financial responsibilities.

Key Challenges

1. Identifying and managing competing priorities and completing key tasks with attention to detail in a high volume work environment.
2. Supporting communication networks and day to day business operations and major change projects across the LHD to achieve the effective provision of financial accounting services.

Position Description

Key Relationships	
Who?	Why?
Internal Relationships	
1 Direct Manager	Receive direction, escalate issues, share information and process navigation.
2 Team	Facilitate meetings and communication, share information, coordinate workload.
3 Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, secretariat for committees, groups and meetings as required.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1 Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing	
Direct Reports	3.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria
1. Tertiary qualification in Accounting, Commerce, Finance or related discipline supported by experience in successfully leading a finance team in a diverse environment.
2. Demonstrated skills in building relationships with senior management to achieve specified outcomes and demonstrated ability to manage and lead change.
3. Demonstrated knowledge of, or experience with the coordination of financial operations within a medium to large organisation.
4. Detailed knowledge of the Australian Accounting Standards, contemporary legislation and policy development, implementation and monitoring in the context of coordinating financial accounting operations within the public health environment.
5. High level financial accounting, planning, analytical, reporting, monitoring, economic evaluation, organisational and conceptual skills.
6. Significant consultation, communication, negotiation and problem solving experience to build capacity within teams and unit managers in order to facilitate accountability and improve performance.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Manager Strategic Procurement and Supply
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Manager Strategic Procurement and Supply is responsible for leading the development of a strategy and implementation plan for expenditure across the organisation to ensure maximum value is being gained with regard to supplier spend, volume leverage, quality, forecasting efficiency and innovation.

Key Accountabilities

1. Develop and implement a systematic approach to managing expenditure by category through strategic sourcing events; working in partnership with stakeholders to plan and identify best sourcing strategies and deliver events from market engagement through to award.
2. Research and analyse categories including external analysis of supply markets and supplier trends to ensure opportunities to drive value are leveraged and that risks are identified and mitigated.
3. Support the facilitation, evaluation and the quality control for existing products and equipment, including the assistance with product safety alerts, recalls and complaints.
4. Analyse and evaluate risks relating to procurement processes and contracts and develop rigorous mitigation strategies to improve visibility, probity and transparency.
5. Understand the future requirements of the organisation and ensure this is factored into category forward planning to deliver maximum supplier spend efficiencies through volume leverage, forecast buying, supplier innovation and exploitation of non-traditional markets.
6. Initiate, build and maintain on-going relationships with clients to facilitate execution of work.
7. Effectively convey politically and culturally sensitive information of a complex nature to a diverse audience.
8. Communicate clearly, effectively and dynamically at all levels internally and externally.

Key Challenges

1. Developing partnerships across the business.
2. Ability to influence stakeholders.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
1	Line Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, provide advice, direction and subject matter expertise, coordinate workload.
3	Executive and Senior Staff	Build partnerships, provide advice and subject matter expertise, receive information, facilitate decision making
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministry of Health, HealthShare	Systems integration, collaborative direction setting
2	Suppliers, Vendors	Negotiate, influence, give and receive information and advice, risk management

Staffing	
Direct Reports	3.00 FTE TBC
Indirect Reports	0.00 FTE TBC

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

Selection Criteria
<ol style="list-style-type: none"> 1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. 2. Demonstrated broad experience of supply chain management in complex environments. 3. Strong negotiation and stakeholder management skills and the ability to derive value through influencing and negotiation. 4. Excellent problem solving skills, with an emphasis on forging strong partnerships with clients and delivering innovative and creative solutions. 5. Demonstrated leadership experience and capability including collaboration and teamwork. 6. Evidence of a "systems-thinking" approach. 7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Drug and Alcohol Data Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	This role has principal responsibility for the Drug and Alcohol data stream. The position holder will generate, analyse, lead and deliver high quality and accurate patient activity and performance reports ensuring stakeholders adhere to business rules and comply with relevant policies, procedures and standards of practice in line with Activity Based Funding (ABF) requirements.

Key Accountabilities

1. Provide Southern NSW Local Health District (SNSWLHD) with leadership in all aspects of the data collection, in collaboration with the General Managers and Hospital Managers ensuring the National Weighted Activity Units (NWAU) and reports are reflective on the volume and case complexity of the activity.
2. Be responsible for the enhanced implementation of data and reporting systems and controls to support the management of SNSWLHD's activity and reporting requirements consistent with Policy Directives, data requirements and business rules relevant to principal data stream responsibilities.
3. Ensure the achievement of internal and external reporting requirements, with respect to accuracy (compliance with NSW policies and directives), format, content and deadline.
4. Ensuring risks or trends with respect to the achievement of performance targets or similar are identified and escalated in a timely manner including analysis of performance and identification of associated risk factors.
5. Generate and distribute routine and ad hoc reports to relevant groups as identified including high level analysis where required, including monitoring data quality to ensure NWAUs are accurate to support appropriate funding for the LHD.
6. Conduct regular reviews and audits on compliance and follow up with relevant managers.

Position Description

Key Challenges

1. Managing a range of diverse priorities and workload within tight timeframes, whilst meeting deadlines and maintaining accuracy.
2. Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required.

Does this role routinely interact with external Stakeholders?
 Yes No

1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.
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Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant qualifications in health administration or business/ health related field or equivalent experience.
2. Extensive experience in developing and implementing policies, procedures and standards of practice relating to data collection and the ability to implement and educate on those procedures and protocols.
3. Experience in the management of health service data collection systems including extensive knowledge of services and service delivery in a large and diverse health service and ability to analyse and interpret health service activity data in an operational context.
4. Demonstrated experience in the application relating to the use of Health Information systems, such as Patient Administration Systems, eMR and advanced skills in MS Office software (Excel, Access and Word). Experience with managing data systems and using SQL server will be highly regarded.
5. Demonstrated ability to effectively communicate (written and verbal), liaise and negotiate with a range of personnel both within the District, NSW Health and external stakeholders.
6. Proven ability and capacity to work under pressure to meet deadlines and to work independently as well as part of a team.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Emergency Department (ED) Data Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	This role has principal responsibility for the Emergency Department (ED) data stream. The position holder will generate, analyse, lead and deliver high quality and accurate patient activity and performance reports ensuring stakeholders adhere to business rules and comply with relevant policies, procedures and standards of practice in line with Activity Based Funding (ABF) requirements.

Key Accountabilities

1. Provide Southern NSW Local Health District (SNSWLHD) with leadership in all aspects of the data collection, in collaboration with the General Managers and Hospital Managers ensuring the National Weighted Activity Units (NWAU) and reports are reflective on the volume and case complexity of the activity.
2. Be responsible for the enhanced implementation of data and reporting systems and controls to support the management of SNSWLHD's activity and reporting requirements consistent with Policy Directives, data requirements and business rules relevant to principal data stream responsibilities.
3. Ensure the achievement of internal and external reporting requirements, with respect to accuracy (compliance with NSW policies and directives), format, content and deadline.
4. Ensuring risks or trends with respect to the achievement of performance targets or similar are identified and escalated in a timely manner including analysis of performance and identification of associated risk factors.
5. Generate and distribute routine and ad hoc reports to relevant groups as identified including high level analysis where required, including monitoring data quality to ensure NWAUs are accurate to support appropriate funding for the LHD.
6. Conduct regular reviews and audits on compliance and follow up with relevant managers.

Position Description

Key Challenges

1. Managing a range of diverse priorities and workload within tight timeframes, whilst meeting deadlines and maintaining accuracy.
2. Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required.

Does this role routinely interact with external Stakeholders?
 Yes No

1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.
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Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant qualifications in health administration or business/ health related field or equivalent experience.
2. Extensive experience in developing and implementing policies, procedures and standards of practice relating to data collection and the ability to implement and educate on those procedures and protocols.
3. Experience in the management of health service data collection systems including extensive knowledge of services and service delivery in a large and diverse health service and ability to analyse and interpret health service activity data in an operational context.
4. Demonstrated experience in the application relating to the use of Health Information systems, such as Patient Administration Systems and eMR and advanced skills in MS Office software (Excel, Access and Word). Experience with managing data systems and using SQL server will be highly regarded.
5. Demonstrated ability to effectively communicate (written and verbal), liaise and negotiate with a range of personnel both within the District, NSW Health and external stakeholders.
6. Proven ability and capacity to work under pressure to meet deadlines and to work independently as well as part of a team.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Fleet and Travel Coordinator
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the overall coordination, management, procurement, maintenance, and monitoring of all travel and fleet functions across Southern NSW Local Health District (SNSWLHD).

Key Accountabilities

1. Manage all aspects of travel and fleet functions across the district in a timely, professional and efficient manner.
2. Ensure all functions are fit for purpose, and contemporary with appropriate governance and compliance for adherence.
3. Regularly review codes of practice and standards, relevant to fleet and travel to ensure systems are appropriate and meet the needs of the District.
4. Routinely compile activity reports, monitor monthly utilisation and activity of all fleet and travel operations. Conduct financial analysis of the cost effectiveness of procedures.
5. Oversee, manage and maintain records and records management systems and processes including databases, files and reports in line with policy, best practice and legislation to meet compliance obligations and ensure information is appropriately recorded, retained and available.
6. Review and analyse procedures, suggest improvements to systems, policies and procedures with regular quality reviews.
7. Prepare, review and deliver reports, documents and correspondence and assist with the interpretation of policy and provision of training and advice for functions to support service delivery and clearly communicate required information to a range of stakeholders.

Key Challenges

1. Constantly evaluate the service delivery models to ensure effectiveness.
2. Meeting high demand of an increasing service with the current resources.
3. Initiate, build and maintain ongoing relationships to facilitate execution of work.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Staff, Managers, Senior Managers	Respond to queries, identify needs, communicate services and redirect, escalate or resolve issues
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External Services Providers	To ensure effective delivery of service models.
2	Accommodation, Vehicle Sales	Liaising of accommodation bookings, procurement of fleet.
Staffing		
Direct Reports		2.00 FTE
Indirect Reports		0.00 FTE
Essential Requirements		
1. Evidence of a current unrestricted drivers licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.		
Selection Criteria		
<ol style="list-style-type: none"> 1. Demonstrated successful experience in coordination and management of service functions with the ability to develop, implement and review policies as they relate to support service functions. 2. Demonstrated successful experience in planning, implementation and evaluation of projects to increase efficiency and achieve economical savings for the organisation. 3. Proven ability to manage a high/fluctuating volume of work and the ability to allocate priorities and achieve deadlines. 4. Demonstrated excellent problem solving skills, with an emphasis on forging strong partnerships with clients and delivering innovative and creative solutions. 5. Demonstrated use of leadership, collaboration and teamwork with experience in staff supervision. 6. Demonstrated understanding of contemporary travel legislation and policy and their application of same to ensure appropriate governance. 7. Demonstrated intermediate or advanced level of skills and experience in the use of computerised information systems as well as current computer software packages including, spreadsheet, database and corporate applications. 8. Evidence of a current unrestricted drivers licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 		

Position Description

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Role Details

Position Title	Leasing Support Officer
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed AO 4 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the provision of efficient and professional customer service delivery relating to all aspects of the districts Fleet and Travel Office. This includes multiple and varied transactional processes related to travel and fleet functions, and effective day to day liaison with staff and service providers.

Key Accountabilities

1. Co-ordinate fleet leasing arrangements and perform timely and accurate processing of fleet activities.
2. Establish collaborative relationships with stakeholders and external vendors / suppliers to effectively maintain professional working relationships.
3. Assist with managing and maintaining records and records management systems and processes including accurate data entry, audits and reports to meet the operational need of the team to ensure information is appropriately recorded, retained and available.
4. Assist with the preparation of recommendations on new or improved processes, activities and associated projects to increase the overall effectiveness and efficiency of the unit.
5. Ensure timely, courteous and professional communication with internal and external customers.

Key Challenges

1. Managing competing priorities to meet deadlines in a demanding, complex work environment.

Key Relationships

	Who?	Why?
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload.

Position Description

3	Staff	Receive enquiries, provision of customer service, information and support
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Health Share, Supplier/s, Service Provider/s	Build and sustain relationships, share information, customer service
2		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated knowledge of fleet functions and relevant policies and procedures.
2. Demonstrated ability to utilise initiative, organisational and problem solving skills to manage efficient processes and workflows.
3. Demonstrated enthusiastic work ethic, initiative and the ability to motivate and work as part of a team with a commitment to delivering a quality customer service.
4. Demonstrated comprehensive computer proficiency with proven accurate data entry skills within Microsoft Office Suite and database systems.
5. Demonstrated excellent organisational and time management skills with the ability to prioritise workload, work under pressure, and manage competing demands whilst meeting tight timeframes.
6. Well-developed interpersonal, verbal and written communication and negotiation skills necessary to build and maintain collaborative relationships with a diverse range of health professionals and stakeholders.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Mental Health Data Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	This role has principal responsibility for the Mental Health data stream. The position holder will generate, analyse, lead and deliver high quality and accurate patient activity and performance reports ensuring stakeholders adhere to business rules and comply with relevant policies, procedures and standards of practice in line with Activity Based Funding (ABF) requirements.

Key Accountabilities

1. Provide Southern NSW Local Health District (SNSWLHD) with leadership in all aspects of the data collection, in collaboration with the General Managers and Hospital Managers ensuring the National Weighted Activity Units (NWAU) and reports are reflective on the volume and case complexity of the activity.
2. Be responsible for the enhanced implementation of data and reporting systems and controls to support the management of SNSWLHD's activity and reporting requirements consistent with Policy Directives, data requirements and business rules relevant to principal data stream responsibilities.
3. Ensure the achievement of internal and external reporting requirements, with respect to accuracy (compliance with NSW Health policies and directives), format, content and deadline.
4. Ensuring risks or trends with respect to the achievement of performance targets or similar are identified and escalated in a timely manner including analysis of performance and identification of associated risk factors.
5. Generate and distribute routine and ad hoc reports to relevant groups as identified including high level analysis where required, including monitoring data quality to ensure NWAUs are accurate to support appropriate funding for the LHD.
6. Conduct regular reviews and audits on compliance and follow up with relevant managers.

Key Challenges

Position Description

1. Managing a range of diverse priorities and workload within tight timeframes, whilst meeting deadlines and maintaining accuracy.
2. Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required.

Does this role routinely interact with external Stakeholders?

Yes No

1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.
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Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant qualifications in health administration or business/ health related field or equivalent experience.
2. Extensive experience in developing and implementing policies, procedures and standards of practice relating to data collection and the ability to implement and educate on those procedures and protocols.
3. Experience in the management of health service data collection systems including extensive knowledge of services and service delivery in a large and diverse health service and ability to analyse and interpret health service activity data in an operational context.
4. Demonstrated experience in the application relating to the use of Health Information systems, such as Patient Administration Systems and eMR and advanced skills in MS Office software (Excel, Access and Word). Experience with managing data systems and using SQL server will be highly regarded.
5. Demonstrated ability to effectively communicate (written and verbal), liaise and negotiate with a range of personnel both within the District, NSW Health and external stakeholders.
6. Proven ability and capacity to work under pressure to meet deadlines and to work independently as well as part of a team.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details	
Position Title	Non - Admitted Patient (NAP) Data Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	This role has principal responsibility for the Non-Admitted Patient (NAP) Care data stream. The position holder will generate, analyse, lead and deliver high quality and accurate patient activity and performance reports ensuring stakeholders adhere to business rules and comply with relevant policies, procedures and standards of practice in line with Activity Based Funding (ABF) requirements.

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide Southern NSW Local Health District (SNSWLHD) with leadership in all aspects of the data collection, in collaboration with the General Managers and Hospital Managers ensuring the National Weighted Activity Unit (NWAU)s and reports are reflective on the volume and case complexity of the activity. 2. Be responsible for the enhanced implementation of data and reporting systems and controls to support the management of SNSWLHD's activity and reporting requirements consistent with Policy Directives, data requirements and business rules relevant to principal data stream responsibilities. 3. Ensure the achievement of internal and external reporting requirements, with respect to accuracy (compliance with NSW Health policies and directives), format, content and deadline. 4. Ensuring risks or trends with respect to the achievement of performance targets or similar are identified and escalated in a timely manner including analysis of performance and identification of associated risk factors. 5. Generate and distribute routine and ad hoc reports to relevant groups as identified including high level analysis where required, including monitoring data quality to ensure NWAUs are accurate to support appropriate funding for the LHD. 6. Conduct regular reviews and audits on compliance and follow up with relevant managers.

Position Description

Key Challenges

1. Managing a range of diverse priorities and workload within tight timeframes, whilst meeting deadlines and maintaining accuracy.
2. Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required.

Does this role routinely interact with external Stakeholders?
 Yes No

1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.
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Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant qualifications in health administration or business/ health related field or equivalent experience.
2. Extensive experience in developing and implementing policies, procedures and standards of practice relating to data collection and the ability to implement and educate on those procedures and protocols.
3. Experience in the management of health service data collection systems including extensive knowledge of services and service delivery in a large and diverse health service and ability to analyse and interpret health service activity data in an operational context.
4. Demonstrated experience in the application relating to the use of Health Information systems, such as Patient Administration Systems and eMR and advanced skills in MS Office software (Excel, Access and Word). Experience with managing data systems and using SQL server will be highly regarded.
5. Demonstrated ability to effectively communicate (written and verbal), liaise and negotiate with a range of personnel both within the District, NSW Health and external stakeholders.
6. Proven ability and capacity to work under pressure to meet deadlines and to work independently as well as part of a team.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Sub and Non-Acute Admitted Patient (SNAP) Data Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	This role has principal responsibility for the Sub and Non-Acute Admitted Patient (SNAP) Care data stream. The position holder will generate, analyse, lead and deliver high quality and accurate patient activity and performance reports ensuring stakeholders adhere to business rules and comply with relevant policies, procedures and standards of practice in line with Activity Based Funding (ABF) requirements.

Key Accountabilities

1. Provide Southern NSW Local Health District (SNSWLHD) with leadership in all aspects of the data collection, in collaboration with the General Managers and Hospital Managers ensuring the National Weighted Activity Units (NWAU) and reports are reflective on the volume and case complexity of the activity.
2. Be responsible for the enhanced implementation of data and reporting systems and controls to support the management of SNSWLHD's activity and reporting requirements consistent with Policy Directives, data requirements and business rules relevant to principal data stream responsibilities.
3. Ensure the achievement of internal and external reporting requirements, with respect to accuracy (compliance with NSW policies and directives), format, content and deadline.
4. Ensuring risks or trends with respect to the achievement of performance targets or similar are identified and escalated in a timely manner including analysis of performance and identification of associated risk factors.
5. Generate and distribute routine and ad hoc reports to relevant groups as identified including high level analysis where required, including monitoring data quality to ensure NWAUs are accurate to support appropriate funding for the LHD.
6. Conduct regular reviews and audits on compliance and follow up with relevant managers.

Position Description

Key Challenges

1. Managing a range of diverse priorities and workload within tight timeframes, whilst meeting deadlines and maintaining accuracy.
2. Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Facilitate meetings and communication, share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required.

Does this role routinely interact with external Stakeholders?
 Yes No

1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.
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Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant qualifications in health administration or business/ health related field or equivalent experience.
2. Extensive experience in developing and implementing policies, procedures and standards of practice relating to data collection and the ability to implement and educate on those procedures and protocols.
3. Experience in the management of health service data collection systems including extensive knowledge of services and service delivery in a large and diverse health service and ability to analyse and interpret health service activity data in an operational context.
4. Demonstrated experience in the application relating to the use of Health Information systems, such as Patient Administration Systems and eMR and advanced skills in MS Office software (Excel, Access and Word). Experience with managing data systems and using SQL server will be highly regarded.
5. Demonstrated ability to effectively communicate (written and verbal), liaise and negotiate with a range of personnel both within the District, NSW Health and external stakeholders.
6. Proven ability and capacity to work under pressure to meet deadlines and to work independently as well as part of a team.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Travel Support Officer
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed AO 4 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the provision of efficient and professional customer service delivery relating to all aspects of the districts Fleet and Travel Office. This includes multiple and varied transactional processes related to travel and fleet functions, and effective day to day liaison with staff and service providers.

Key Accountabilities

1. Perform timely and accurate processing of travel activities, including arrangements for travel bookings, course/conference registrations, allocation of Cab Charge vouchers.
2. Establish collaborative relationships with stakeholders and external vendors / suppliers to effectively maintain professional working relationships.
3. Assist with managing and maintaining records and records management systems and processes including accurate data entry, audits and reports to meet the operational need of the team to ensure information is appropriately recorded, retained and available.
4. Assist with the preparation of recommendations on new or improved processes, activities and associated projects to increase the overall effectiveness and efficiency of the unit.
5. Ensure timely, courteous and professional communication with internal and external customers.

Key Challenges

1. Managing competing priorities to meet deadlines in a demanding, complex work environment.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload

Position Description

3	Staff	Receive enquiries, provision of customer service, information and support
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Health Share, Supplier/s, Service Provider/s	Build and sustain relationships, share information, customer service
2		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated knowledge of travel functions and relevant policies and procedures.
2. Demonstrated ability to utilise initiative, organisational and problem solving skills to manage efficient processes and workflows.
3. Demonstrated enthusiastic work ethic, initiative and the ability to motivate and work as part of a team with a commitment to delivering a quality customer service.
4. Demonstrated comprehensive computer proficiency with proven accurate data entry skills within Microsoft Office Suite and database systems.
5. Demonstrated excellent organisational and time management skills with the ability to prioritise workload, work under pressure, and manage competing demands whilst meeting tight timeframes.
6. Well-developed interpersonal, verbal and written communication and negotiation skills necessary to build and maintain collaborative relationships with a diverse range of health professionals and stakeholders.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	Manager Clinical Costing
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	To provide the provision and analysis of the District and Network Return (DNR) for NSW Health and the National Hospital Data Collection that is submitted to the Commonwealth (via NSW Health) for national costing studies and the development of national cost weights and state ABF Price determinations. The position is responsible for the development of, maintenance and progressing quality improvement in relation to clinical costing systems within Southern NSW Local Health District (SNSWLHD).

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide senior leadership and technical expertise in the development of reporting processes and the provision of costing data to support the needs of the organisation. 2. Ensure quality of data in clinical quality information systems meets the Ministry of Health clinical costing standards and progressing the matching of expenditure and program activity at cost centre level. 3. Development and provision of accurate, relevant and timely clinical costing reports needed to meet the SNSWLHD clinical and financial management requirements 4. Undertake investigations, highlight issues, implications and develop high level recommendations in relation to data quality issues and develop and negotiate quality improvement programs with data custodians. 5. Development and ongoing maintenance of program splits for facilities in line with District and Network Return requirements and processes and in consultation with relevant managers and finance representatives whilst maintaining state and commonwealth standards. 6. Liaise with key internal and external personnel to ensure required extracts, feeds and templates from the numerous corporate and clinical information systems process and meet all requirements. 7. Liaise closely with the LHD's Finance Branch, to manage, maintain and develop all financial system information feeds, extracts, cost centre data and templates ensuring compliance with NSW Health Cost Accounting Guidelines Standards and Australian Hospital Patient Costing Standards 8. Ensuring specified SNSWLHD, Ministry of Health and Commonwealth Activity Based Funding and associated clinical costing reports e.g. monthly, quarterly and annual reports are completed by specified deadlines

Position Description

9. Provide advice and recommendations to the District's Finance Directorate regarding the standardisation within facilities of business practices and active cost centres and to construct Program Fractions for AAR Service Group Statements and input into PPM via reclass rules.
10. Provide financial costing information to assist in the completion of the annual National Mental Health Minimum Data Establishments Collection.

Key Challenges

1. Developing accurate and sustainable clinical costing systems and reports.
2. Managing competing demands and requirements within tight timeframes.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
1	Line Manager	Receive direction, escalate issues, share information and process navigation.
2	Team	Share information, coordinate workload.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualifications and / or demonstrated management experience in areas such as health management, information technology, economics, finance, activity based funding / Casemix or similar.
2. A highly developed understanding of clinical and financial information systems and their application in the rural and regional health sector.
3. Demonstrated high level understanding of Clinical Costing Systems used within Local Health Districts and / or significant experience in using these or similar systems to generate detailed clinical costing reports and other relevant information or the ability to learn new databases and systems quickly.
4. Demonstrated capacity to review and analyse technical and clinical service delivery issues relating to Activity Based Funding / Casemix, highlight issues and implications and make sound systems based recommendations.
5. Demonstrated sound organisational skills and the ability to successfully manage competing priorities and meet tight deadlines.
6. Demonstrated effective interpersonal and written and verbal communication skills with a focus on building and maintaining relationships with diverse stakeholder groups.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Strategic Procurement Lead
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Partners with stakeholders to plan, develop, source and manage procurement arrangements to drive an efficient, innovative, value-based procurement function which meets organisational objectives.

Key Accountabilities

1. Assist to develop and implement a systematic approach to managing expenditure by category and leveraging areas of common spend.
2. Undertake business needs assessment, supply market analysis and risk assessments to inform procurement planning and sourcing decisions ensuring opportunities to drive value are leveraged.
3. Develop understanding of the future requirements of the business and ensure this is factored into category forward planning to deliver maximum supplier spend efficiencies through volume leverage, forecast buying, supplier innovation and exploitation of non-traditional markets.
4. Partner with staff across the organisation providing high level advice and guidance to build organisational supply chain capability, provide governance and improve procurement practice and outcomes.
5. Develop KPI's and produce comprehensive and accurate business analysis reports and quality reporting tools which promote self-assessment and performance improvement.
6. Identify, manage and mitigate procurement risks to enable the organisation to meet its obligations and maximise business opportunity.
7. Document procurement processes, decisions and contractual arrangements fully to provide an audit trail for probity and audit purposes and achieve compliant records management.

Key Challenges

1. Maintaining highly effective and productive relationships across the organisation and with key supply chain stakeholders .
2. Early identification and management of procurement and contractual risks.

Position Description

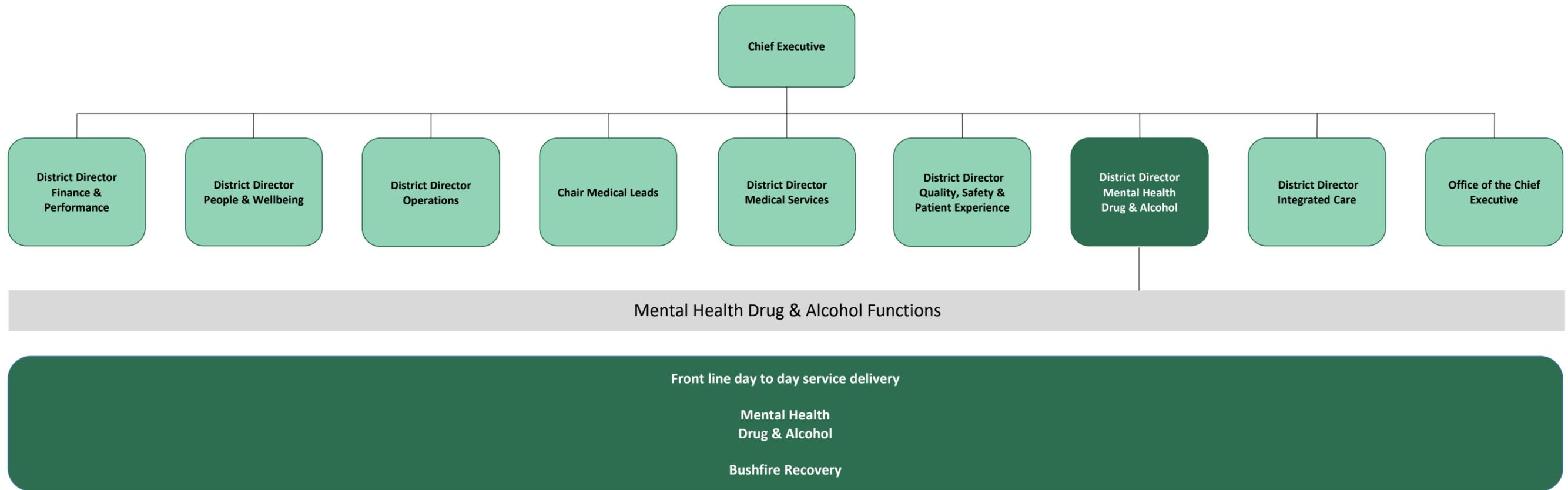
Key Relationships		
	<i>Who?</i>	<i>Why?</i>
1	Manager	Receive direction, escalate issues, share information and process navigation.
2	Work Team	Share information, provide subject matter expertise and advice, coordinate workload, participate in meetings.
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, build procurement capability.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Whole of Health, Whole of Government and Panel Providers	Share information, give and receive advice, assist with helpdesk facility, facilitate supply chain lifecycle activities including ordering, receiving and inventory management.
2	Vendors, Service Providers and Consultants	Explore business opportunities and develop innovative procurement strategies and supply arrangements; manage contracts and monitor provision of service to ensure compliance with contracts and service arrangements.

Staffing	
Direct Reports	2.00 FTE
Indirect Reports	0.00 FTE

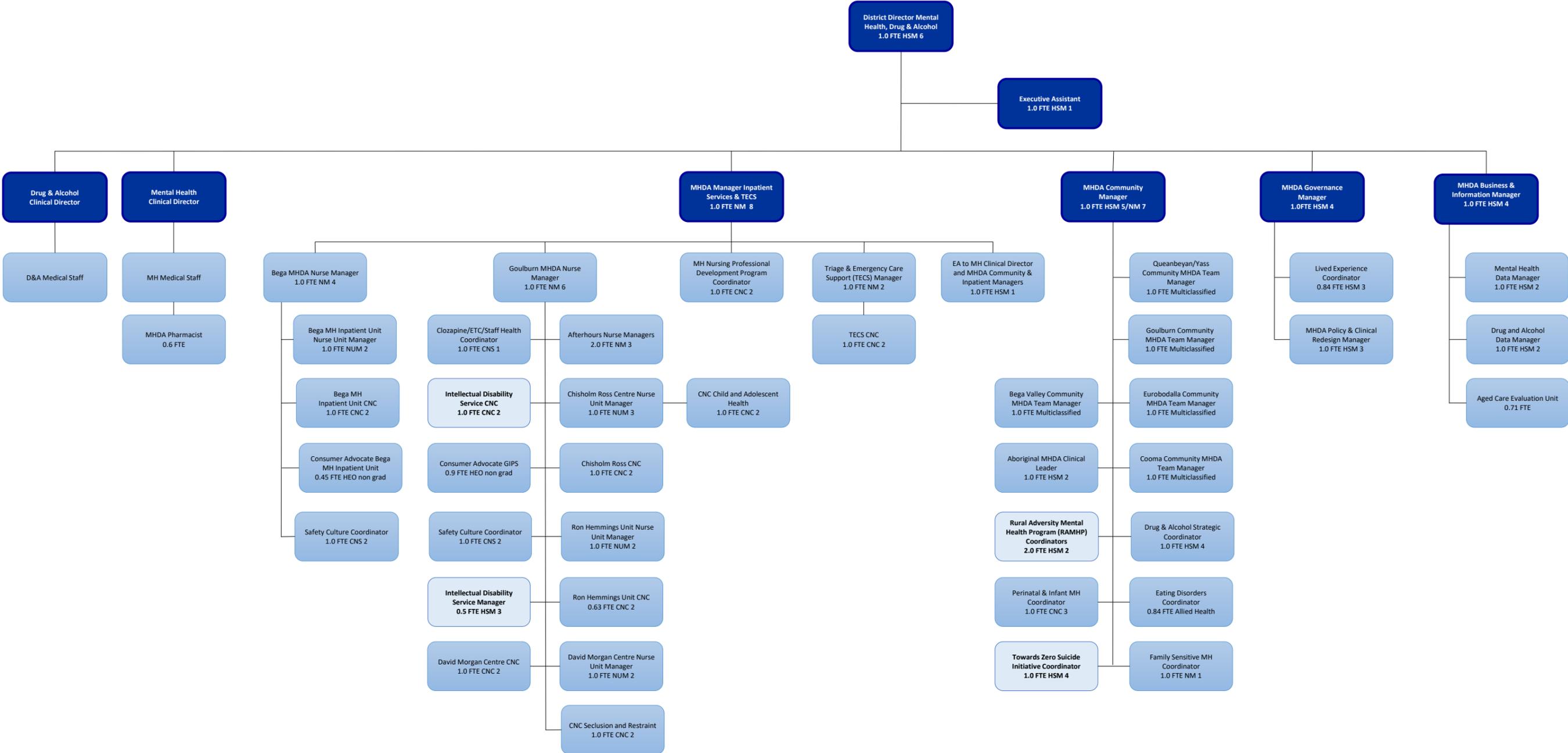
Essential Requirements	
1.	Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria	
1.	Relevant tertiary qualification and/ or equivalent experience in a supply chain related field, preferably within the NSW Health setting.
2.	Excellent communication, negotiation and partnership building skills.
3.	Demonstrated technical knowledge and skills and the ability to use these to provide professional written materials, subject matter expertise, advice, training and support.
4.	Experience in successfully managing complex processes using multiple ICT systems across a large user base, in relation to supply chain and systems management.
5.	Proactive, self-starter with evidence of a positive "can do" attitude and approach in interactions with internal and external customers to deliver outcomes on time and within budget.
6.	Analyst and creative problem solver able to generate practical solutions.
7.	Ability to foster teamwork and provide leadership to align the supply chain approach across a large and diverse health organisation .

Proposed Mental Health Drug & Alcohol Functions 25/08/2020



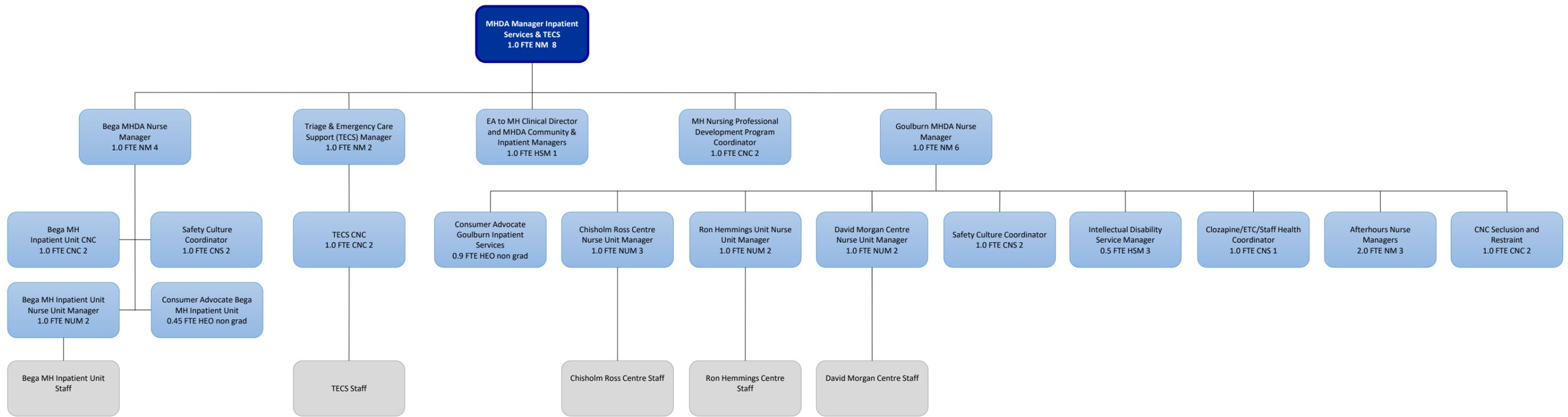
Current Mental Health Drug & Alcohol Leadership Structure 19/06/2020



Key:



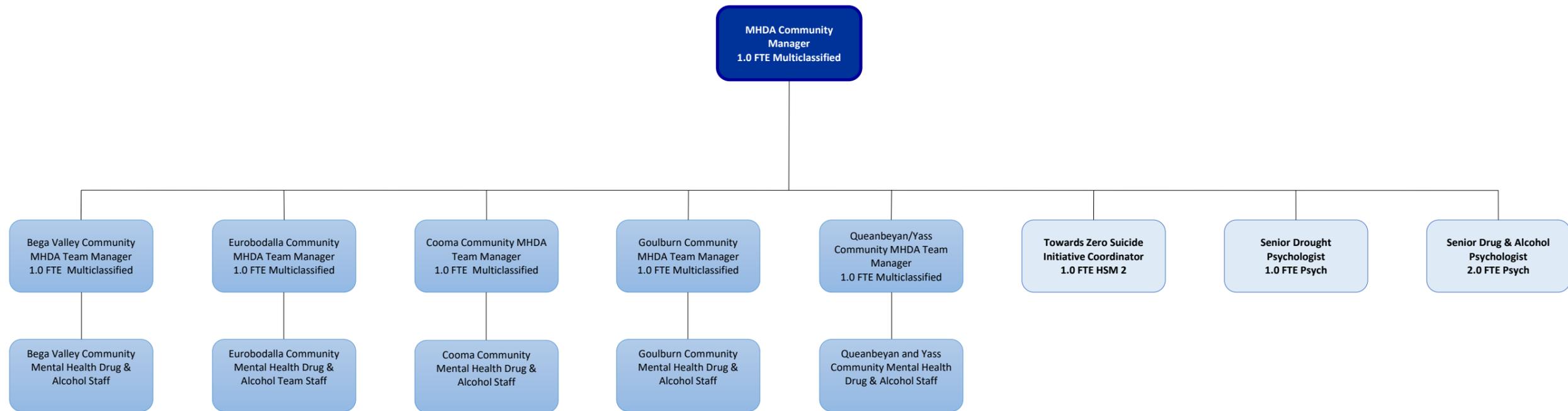
Current Inpatient/TECS Mental Health Drug & Alcohol Structure 19/06/2020



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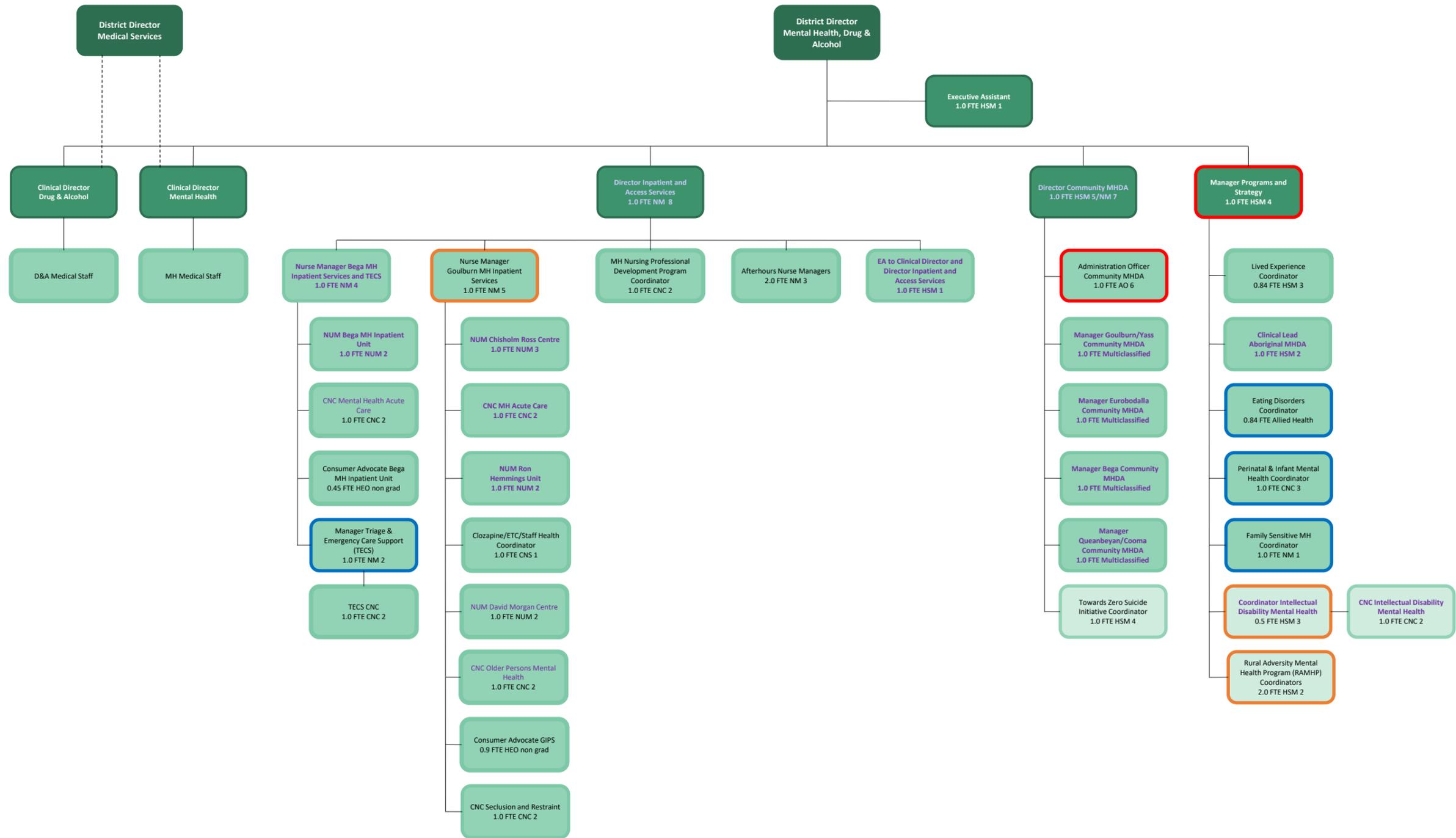
Current Community Mental Health Drug & Alcohol Structure 19/06/2020



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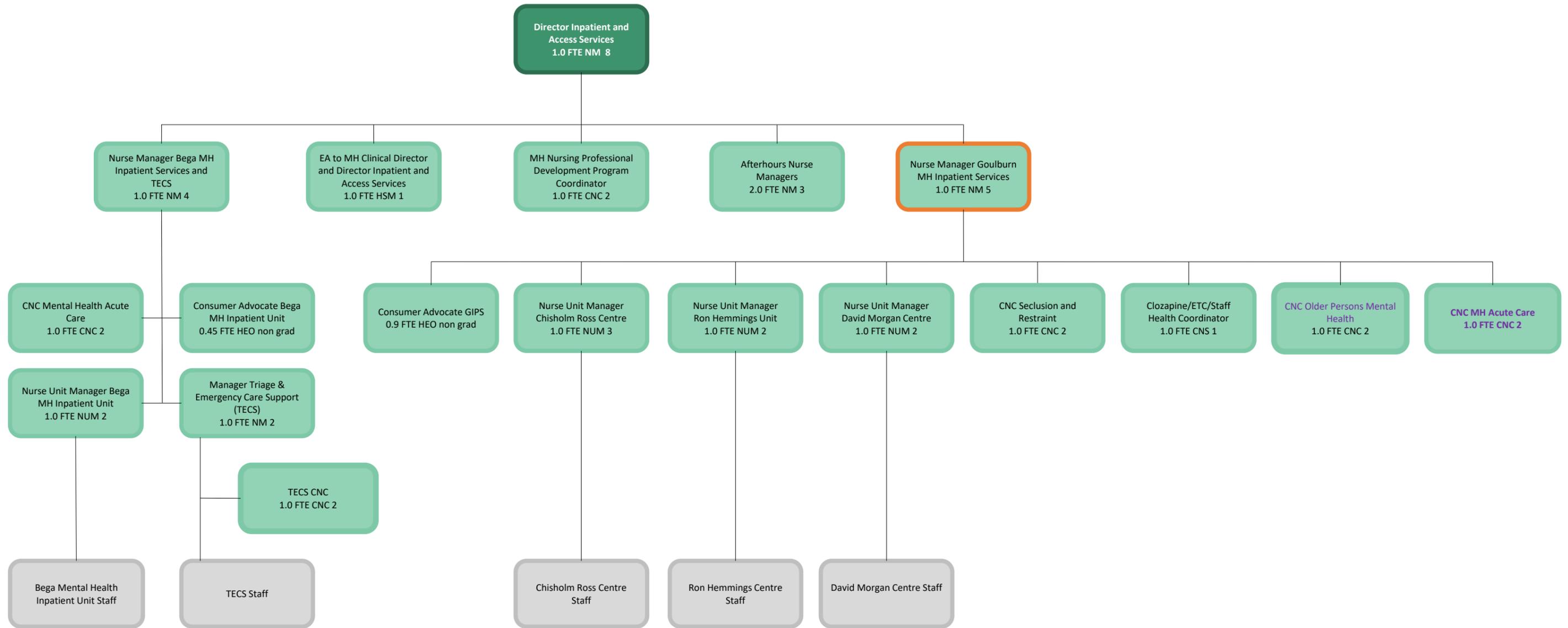
Proposed Mental Health Drug & Alcohol Structure 25/08/2020



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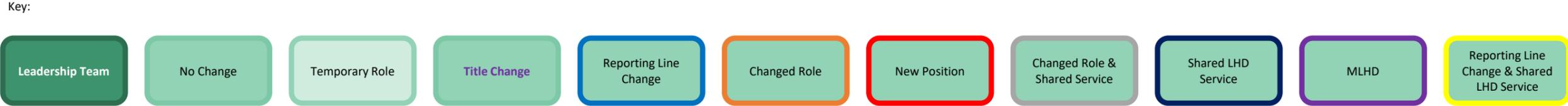
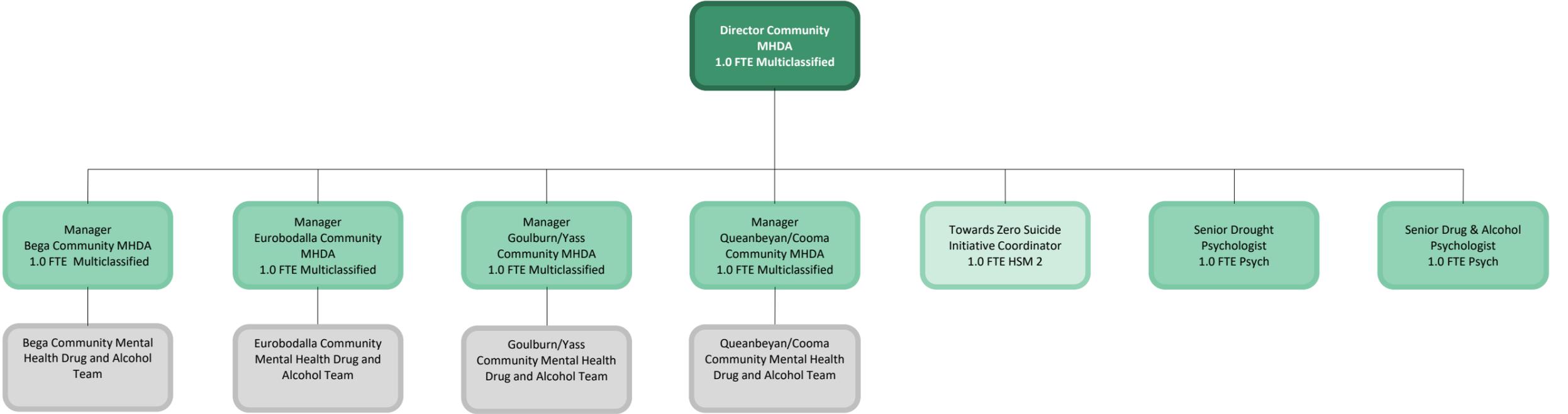
Proposed Mental Health Drug & Alcohol Structure 25/08/2020



Key:



Proposed Mental Health Drug & Alcohol Structure 25/08/2020



Proposed Impacted Position List – Mental Health, Drug and Alcohol

Role Type	Position	Grade	Nature of Change	Comments
Pharmacy	Mental Health Drug and Alcohol (MHDA) Pharmacist	Grade 5	Change to reporting line	Moving to Operations
Administration	Executive Support Officer to MH Clinical Director and MHDA Community and Inpatient Managers	HSM 1	Change to position title	Change to Executive Assistant to Clinical Director Mental Health and Director Inpatient and Access Services
Health Manager / Nurses and Midwives	MHDA Community Manager	HSM5/ NM7	Change to position title	Change to Director Community MHDA
Nurses and Midwives	MHDA Manager Inpatient and TECS Services	NM 8	Change to position title	Change to Director Inpatient and Access Services
Health Manager	MHDA Governance Manager	HSM 4	Position to be phased out by December 2020	
Nurses and Midwives	Triage and Emergency Care Support (TECS) Manager	NM 2	Change to position title	Change to Manager Triage and Emergency Care
Nurses and Midwives	Goulburn MHDA Nurse Manager	NM 6	Change to accountabilities and position title. Grade decrease from NM 6 to NM 5	
Nurses and Midwives	CNC Child and Adolescent Mental Health	CNC 2	Position to be phased out by December 2020	Vacant position
Nurses and Midwives	Chisholm Ross Centre CNC	CNC 2	Change to position title	Change to CNC MH Acute Care
Nurses and Midwives	Ron Hemmings Nurse Unit Manager	NUM 2	Change to position title	Change to NUM Ron Hemmings
Nurses and Midwives	Ron Hemmings CNC	CNC 2	Position to be phased out by December 2020	Vacant position
Nurses and Midwives	David Morgan Centre Nurse Unit Manager	NUM 2	Change to position title	Change to NUM David Morgan Centre
Nurses and Midwives	David Morgan Centre CNC	CNC 2	Change to accountabilities and position title	Change to CNC Older Persons Mental Health
Health Manager	Intellectual Disability Service Manager	HSM 3	Change to position title and reporting line	Change to Coordinator Intellectual Disability Mental Health
Nurses and Midwives	Intellectual Disability Service CNC	CNC 2	Change to position title	Change to CNC Intellectual Disability Mental Health
Nurses and Midwives	Bega MHDA Nurse Manager	NM 4	Change to position title	Change to Nurse Manager Bega MH Inpatient Services & TECS
Nurses and Midwives	Bega MH Inpatient Unit Nurse Unit Manager	NUM 2	Change to position title	Change to NUM Bega MH Inpatient Unit
Nurses and Midwives	Bega MH Inpatient Unit CNC	CNC 2	Change to position title	Change to CNC Mental Health Acute Care
Health Manager	Bega Valley Community MHDA Manager	HSM 3	Change to accountabilities, position title and grade change from HSM 3 to NM 2	Change to Manager Bega Community MHDA
Allied Health	Queanbeyan/Yass Community MHDA Team Manager	AH 7	Change to position title and accountabilities	Change to Manager Queanbeyan/Cooma Community MHDA
Nurses and Midwives	Goulburn Community MHDA Team Manager	NM 2	Change to position title and accountabilities	Change to Manager Goulburn/Yass Community MHDA
Allied Health	Eurobodalla Community MHDA Team Manager	AH 7	Change to position title	Change to Manager Eurobodalla Community MHDA
Allied Health	Cooma Community MHDA Team Manager	AH 5	Position to be phased out by December 2020	
Health Manager	Drug and Alcohol Strategic Coordinator	HSM 4	Position to be phased out by December 2020	Vacant position
Health Manager	MHDA Policy and Clinical Redesign Manager	HSM 3	Position to be phased out by December 2020	Vacant position
Health Manager / Nurses and Midwives	Family Sensitive MH Coordinator	NM1 / HSM 2	Change to reporting line	
Health Manager	Aboriginal MHDA Clinical Lead	HSM 2	Change to reporting line and position title.	Change to Clinical Lead Aboriginal MHDA
Administration	Kenmore Administration	AO3	Position to be phased out by December 2020	
Health Manager	MHDA Business and Information Manager	HSM 4	Significantly amended role to be in place by December 2020. Change from MHDA to Finance and Performance.	
Health Manager	MH Data Manager	HSM 2	Significantly amended role to be in place by December 2020. Change from MHDA to Finance and Performance.	
Health Manager	D&A Data Manager	HSM 2	Significantly amended role to be in place by December 2020. Change from MHDA to Finance and Performance.	
Psychology	Aged Care Evaluation Unit	Clinical Psychologist	Move from MHDA to planned LHD Research Unit located in Medical Services	
Nurses and Midwives	Bega Safety Culture Coordinator	CNS 2	Move from MHDA to Quality, Safety and Patient Experience	
Nurses and Midwives	Goulburn Safety Culture Coordinator	CNS 2	Move from MHDA to Quality, Safety and Patient Experience	

Position Description

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Role Details

Position Title	Clinical Nurse Consultant
Award	Public Health System Nurse and Midwives (State) Award
Position Classification	Clinical Nurse Consultant Grade 2
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Provides a complex person-centered clinical consultancy service for individuals, carers and other health care professionals within the districts speciality services to provide a people focused quality clinical consultancy service in collaboration with the multidisciplinary team.

Key Accountabilities

1. Provide expert consultation, advice and clinical leadership for nursing staff that supports learning and meets Nursing and Midwifery Board of Australia professional standards of practice ensuring staff understand the role and work within their scope of practice to deliver professional competent care in line with public expectation.
2. Facilitate the implementation of advanced management plans for individuals with complex health needs, and provide education on complex clinical issues to achieve expected health and wellbeing goals.
3. Provide leadership for ongoing review of speciality clinical services, assume roles that promote broader advancement of clinical practice, participate on state and national working parties, initiate, adapt and apply research to develop advanced practice standards, clinical pathways, policy procedures and guidelines to ensure standards are met and supported by scientific research.
4. In collaboration with individual/s and multidisciplinary health care teams initiate, plan, develop, implement and evaluate strategic changes for the LHD clinical specialty services and provide analyses of practice and the impact of new directions for the speciality to ensure it meets current and future need.
5. Undertake primary responsibility for the planning and implementation of clinical speciality education and development of resources and for the LHD to achieve a competent and skilled workforce that supports the provision of people focused quality care.

Key Challenges

1. Working with and implementing new approaches to speciality practice that link best available evidence to improved clinical outcomes.

Position Description

Key Relationships	
Who?	Why?
Internal Relationships	
1	Manager/Supervisor Provide and receive feedback, for performance and day to day operational issues to ensure consultancy service is in line with agreed priorities and plans
2	LHD speciality multidisciplinary teams & Clinical Nurse Educators. Provide and receive feedback on complex care requirements, educational needs and support to ensure competent speciality care is provided.
3	LHD Senior Managers, Nurse Managers/Director Nursing & Midwifery & Clinical Midwifery/Nurse Educators & Consultants. Consultation, support and guidance on current speciality practice and education needs, to enhance clinical speciality development. Leadership and direction with the implementation of LHD speciality programs, policy and procedure priorities
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1	Individual/s, their families, carers and other relevant parties Provide complex expert advice/information about management plan communicate clearly to support informed decision making about care.
2	External healthcare providers/ organisations, State clinical/speciality bodies Collaboration about service directions, speciality practice, clinical management and service requirements for ongoing support to LHD consultancy service.
Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE
Essential Requirements	
<ol style="list-style-type: none"> Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse with at least 5 years full time equivalent postgraduate experience with tertiary nursing qualifications in the speciality with at least 3 year's fulltime equivalent experience in the speciality field. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 	
Selection Criteria	
<ol style="list-style-type: none"> Demonstrated skills and ability to conduct and apply scientific research and evidence based practice to the workplace with the ability to think critically, problem solve and link outcomes to the principles of continuous quality improvement in the clinical speciality field. Demonstrated high level of interpersonal and communication skills, including written, verbal and computer skills and an ability to work collaboratively in a multidisciplinary team. Proven clinical leadership capabilities with the ability to provide consultancy advice, education and support to individuals, their families, nursing staff and other health professionals. Demonstrated ability to develop, implement, present and evaluate education, clinical procedures and policies to multidisciplinary teams. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 	

Position Description

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Role Details

Position Title	Manager Community Mental Health Drug and Alcohol
Award	Multiclassified
Position Classification	Proposed HSM 5 /Nurse Manager Grade 7 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Lead and deliver a range of consumer focused, evidence based Mental Health, Drug and Alcohol (MHDA) initiatives and systems; which operationalise strategic direction providing governance and assurance of quality service delivery to support person centred recovery as defined by consumers, carers and families.

Key Accountabilities

1. Provide operational leadership for clinical MHDA services to consumers, carers and families across the age spectrum including child and adolescent, adult, older persons and dementia to ensure services are integrated, safe, outcome focussed and optimise financial and human resources within budget allocation.
2. Develop, foster and support a culture aligned to SNSWLHD core values incorporating the provision of supervision, authoritative advice and role modelling for MHDA staff and managers.
3. Provide strategic and high-level advice, analysis, briefing and planning to the District Director MHDA on matters relating to operations and governance of MHDA services.
4. Develop and maintain strategic partnerships and relationships with external stakeholders including the Clinical Excellence Commission, NSW Ministry of Health, NSW Health Pillars, NGOs, academic and professional associations and other agencies to enhance organisational performance through collaboration with other health facilities.
5. Identify, evaluate and incorporate where appropriate emerging trends within healthcare to influence the utilisation of workforce and skill mix, enhancing consumer outcomes through innovative models of care which are industrially compliant and meet policy and legislation requirements.
6. Communicate and consult with staff, managers and executive in a professional, clear and timely manner and represent the MHDA service in a range of forums including at the State and National level.

Key Challenges

1. Managing operations delivered by a range of separate teams located across the broad geography of SNSWLHD.
2. Executing consumer-directed initiatives which deliver improved quality of life and outcomes whilst providing duty of care and dignity of risk.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	District Director Mental Health Drug and Alcohol	Provide assurance and advice, escalate issues, collaborate to ensure activities align with agreed priorities and plans, receive direction and oversight.
2	MHDA Team Managers	Provide leadership, set direction, manage programs of work, promote consumer-directed best practice models of care, facilitate meetings and communication, share information and provide operational leadership and management of community.
3	MHDA nurses, clinicians and staff	Share information, provide leadership, supervision and management, ensure engagement and collaboration of all staff to support the delivery of evidence-based, best practice and consumer-centred care.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Consumers, carers and families	Engage consumers and clients in service evaluation and co-design.
2	Other LHDs, NSW Ministry of Health, NGOs, other government/ external agencies and SNSWLHD community.	Appropriately represent SNSWLHD, share information, receive advice; collaboratively improve practice and performance.

Staffing	
Direct Reports	8.00 FTE
Indirect Reports	140.00 FTE

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

Selection Criteria
1. Relevant tertiary qualifications in health or relevant equivalent work experience, or a combination of study and work experience. Registered Nurses must have current AHPRA registration.
2. Demonstrated experience effectively leading change management, research and innovation including working effectively at senior management level.
3. Demonstrated ability to work effectively as a part of a senior leadership team and actively participate in a range of corporate and service change projects.
4. Demonstrated understanding of current issues and policies impacting MHDA services, rural health services and SNSWLHD.
5. Demonstrated highly developed interpersonal, negotiation, stakeholder engagement, writing and briefing skills.
6. Demonstrated ability to lead the implementation of evidence-based best practice and contemporary models of care within mental health and/ or drug and alcohol services producing positive outcomes for consumers.
7. Demonstrated knowledge of and commitment to health system safety, quality and accreditation processes, auditing and risk management.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Nurse Unit Manager (NUM) Level 2
Award	Public Health System Nurses & Midwives (State) Award
Position Classification	Nurse Unit Manager Level 2
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The NUM coordinates and manages the ward/unit or clinical service and its resources, provides leadership and direction within a multidisciplinary health care team to achieve people focused quality care.

Key Accountabilities

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

Key Challenges

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

Position Description

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

Staffing	
Direct Reports	Varied
Indirect Reports	Varied

Essential Requirements
<ol style="list-style-type: none"> Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse. Relevant tertiary qualifications in health or relevant equivalent work experience, or a combination of study and work experience. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Nurse Unit Manager (NUM) Level 3
Award	Public Health System Nurses & Midwives (State) Award
Position Classification	Nurse Unit Manager Level 3
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The NUM coordinates and manages the ward/unit or clinical service and its resources, provides leadership and direction within a multidisciplinary health care team to achieve people focused quality care.

Key Accountabilities

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

Key Challenges

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

Position Description

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

Staffing	
Direct Reports	Varied
Indirect Reports	Varied

Essential Requirements
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse. 2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> 1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse. 2. Relevant tertiary qualifications in health or relevant equivalent work experience, or a combination of study and work experience. 3. Demonstrated effective communication through the use of information technology, written and verbal means with the ability to utilise a range of communication strategies to negotiate resolutions and manage conflict. 4. Demonstrated knowledge of professional practice with proven skills in assessing and supervising competence and performance of staff together with the skills in implementing continuous quality improvement programs, policies and procedures. 5. Proven ability to contribute to the implementation of the operational/business plans, to create a positive workplace culture and manage organisational change processes. 6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Executive Assistant to Clinical Director Mental Health & Director Inpatient and Access Services
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for the provision of high level professional secretarial support essential to the effective functioning relevant areas within the Mental Health Drug and Alcohol (MHDA) directorate. This includes being the central point of communication for the Clinical Director Mental Health and the Director Inpatient and Access Services.

Key Accountabilities

1. Research, analyse, collate and coordinate reports, briefs and recommendations to the Executive to support informed decision-making and planning.
2. Act as the Executive's point of contact, analyse and assess requests in order to prioritise matters, and initiate action exercising discretion and maintaining confidentiality to facilitate optimal use of the Executive's time.
3. Support the management of issues using communication and escalation, responding to emerging issues to achieve effective resolution with minimal risk to the organisation.
4. Manage the Executive's diary appointments, records and correspondence, coordinate travel arrangements and schedule and support meetings to facilitate the effective management of the Executive's directorate.
5. Monitor, implement and evaluate administrative practices, systems and procedures within the directorate to optimise efficiency and support the delivery of quality outcomes.
6. Provide secretariat support as required to the Board, committees and the Executive leadership team including recommendation management to achieve completion of agreed actions.

Key Challenges

1. Working in a demanding, busy and complex environment where there are competing priorities and staff working to strict deadlines.
2. Exercising independent initiative to problem solving or manage significant issues in the absence of managing directors.

Position Description



Key Relationships		
	Who?	Why?
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders? <input type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2		
Staffing		
Direct Reports		0.00 FTE
Indirect Reports		0.00 FTE

Selection Criteria	
<ol style="list-style-type: none"> 1. Relevant tertiary qualification and/ or equivalent experience. 2. Proven strong experience as an Executive Assistant or similar with the ability to contextualise within the health setting and operational area. 3. Excellent decision making, relationship management and interpersonal skills. 4. Highly developed organisational, IT and records management skills with the ability to plan, prioritise and meet organisational needs. 5. Ability to produce exceptional, professional written reports and correspondence with an eye for detail and problem-solving aptitude. 6. Agile, adaptive team player who exercises discretion and builds strong inclusive partnerships. 7. Demonstrated understanding of Board governance processes, committee structures and the ability to act as secretariat. 8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays. 	

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Role Details	
Position Title	Goulburn Mental Health Inpatient Services Nurse Manager
Award	Public Health System Nurses & Midwives (State) Award
Position Classification	Proposed Nurse Manager Grade 5 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>Works in close collaboration with the Director Inpatient and Access Services and District Director Mental Health Drug and Alcohol (MHDA) to provide leadership for mental health inpatient services, with responsibility for the coordination, integration, management, effective operation and strategic development of mental health inpatient units in Goulburn. The specific areas of responsibility include clinical service delivery, patient flow, risk and incident management, financial management and human resource management.</p> <p>The position has accountability for line management, FTE and financial management and will be responsible for delegation of duties to clinical leaders working within the clinical stream at the sites. The incumbent will be required to participate in a roster of on-call for the mental health services.</p>

Key Accountabilities
<ol style="list-style-type: none"> 1. Manage the mental health services in collaboration with Senior Management ensuring the services meet internal and external performance requirements including those set by the Ministry of Health to ensure community and health service expectations are met. 2. Provide leadership, direction and support to staff to achieve professional and organisational standards for mental health practice, patient care and patient experience. 3. Participate in succession planning strategies for the effective, timely recruitment and retention of staff and monitor the professional development, capabilities and utilisation of the mental health workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce and accessible service delivery. 4. Facilitates the development/implementation of effective policies, planning and service delivery in conjunction with the relevant Managers to ensure a safe people focused quality care is provided to the community. 5. Provide enhanced clinical and operational support to the managers in addressing the key issues identified within the strategic plan including the use of evidence based models of care and service

frameworks to provide a cohesive and integrated health service.

6. Provide leadership and management for the services to deliver efficient and effective coordination of patients and staff ensuring safe and appropriate staffing levels and skill mix to meet patient care needs and allocated budgets.

Key Challenges

1. Balancing clinical and resource decision making within finite resources such as matching consumer / community demands to staff resources and clinical skills.
2. Meeting performance requirements.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager/Supervisor	Provide and receive feedback, for performance and day to day operational issues to ensure services are in line with agreed priorities and plans.
2	Executive Managers/General Managers/Medical Staff	Provide reports, consult, and seek advice with respect to operational and clinical matters relevant to the service.
3	Work team (multi-disciplinary and support services)	Convene and or attend meetings, communicate and consult to staff matters regarding service plans, changes and policies, mediate conflict. Ensure consultation with stakeholders regarding work place change, policy implementation and implementation of Models of Care.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	External customers – Health care providers, Organisations and other specialty related bodies	Manage local relations and represent the LHD as requested at a local level and within defined guidelines. Attend local MOU meetings and interagency meetings as appropriate.

Staffing

Direct Reports	FTE TBC
Indirect Reports	FTE TBC

Essential Requirements

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

Selection Criteria

1. Current Registration with the Australian Health Practitioners Regulation Agency (AHPRA) as a Registered Nurse.
2. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.

3. Demonstrated high level skills and experience in the provision of health service leadership and management, including clinical, continuous quality improvement, clinical governance and human resource management
4. Demonstrated skills and experience in organisational change and service development, including the implementation of innovative models of care
5. Demonstrated high level of interpersonal and communication skills, including written, verbal and computer skills and an ability to work collaboratively in a multidisciplinary team to resolve complex problems
6. Demonstrated ability to develop, staffing profiles, monitor and evaluate resource allocations, FTE and workload
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Mental Health Inpatient & Access Services Manager
Award	Public Health System Nurses & Midwives (State) Award
Position Classification	Nurse Manager 8
Stafflink position number	210677
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaccination Risk Category	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Responsible for managing all aspects of inpatient Mental Health Drug and Alcohol (MHDA) and Triage and Emergency Care Services (TECS) services for Southern NSW Local Health District (SNSWLHD). Includes but is not limited to clinical governance, financial management, human resource management, activity reporting, overseeing the patient flow between inpatient services, medication use/control, overseeing and clozapine coordination. The manager is also responsible for providing professional, strategic and operational leadership of nursing and midwifery services within the MHDA Directorate creating a team of lifelong learners who deliver high quality, integrated and contemporary patient-centred care.

Key Accountabilities

1. Ensure effective and efficient management of inpatient and TECS MHDA resources and supply of quality MHDA services for SNSWLHD.
2. Provide advice where required to the District Director MHDA, through verbal advice, reports, documents, papers and correspondence.
3. Facilitate the investigation and management of critical incidents, complaints and ministerials.
4. In conjunction with the MHDA executive, establish systems, analysing data and making recommendations to support informed decision making in regard to the strategic issues of workforce planning and skill mix to meet current and future demands that is consistent with relevant legislation and strategic directions.
5. Manage business processes pertinent to MHDA, including nursing, trainee enrolled nurse reimbursement, nurse strategy reserve funding, facilitated re-entry, reconnect and advise on the applicability of nurse practitioners.
6. Provide advice on nursing practice in relation to recommendations from investigations such as Root Cause Analysis (RCA) etc., supporting implementation of recommendations pertinent to MHDA.

Position Description

7. Develop and embed a culture of patient safety, compliance, high professional standards and continuous quality improvement across the network through critical reflection and change based on learning from feedback and evidence
8. Provide clinically-led leadership and direction for the directorate to deliver efficient and effective coordination of patients and staff ensuring safe and appropriate staffing levels and skill mix to meet patient care needs
9. Create and embed succession planning strategies for the effective, timely recruitment and retention of staff, and utilisation of the nursing and midwifery workforce to meet the needs of patients by maintaining a suitability qualified, sustainable workforce
10. Monitor and evaluate performance and professional development, capabilities and identify opportunities to enhance organisational performance

Key Challenges

1. Meeting performance requirements while developing and maintaining standardisation of high-quality clinical practice across multiple and varied sites
2. Recruitment, retention, workforce planning and providing leadership to develop and maintain a diverse range of clinical skills in a rural setting with a small resource and support base. This includes balancing resources with community expectations in service co-design.
3. Engaging staff to ensure sustainable implementation of new initiatives and models of care

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2	Government and non-Government agencies	Develop and maintain strategic partnerships with agencies involved in the care of MHDA consumers

Staffing

Direct Reports	6.00 FTE
Indirect Reports	FTE TBC

Essential Requirements

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

Selection Criteria

1. Relevant post-graduate qualification and/or equivalent experience, with demonstrated knowledge of contemporary nursing practices in MHDA.

Position Description

2. Demonstrated clinical knowledge and proven experience in MHDA nursing leadership in a public sector health environment, including policy and plan development and evidence of meeting key performance indicators.
3. Demonstrated comprehensive understanding of the health care system (including Clinical Governance) and contemporary changes shaping the delivery of clinical practice.
4. Proven well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to build and maintain collaborative relationships with a diverse range of stakeholders.
5. Demonstrated advanced conflict resolution, mediation and change management skills with the capacity to influence local communities, health professionals, health interest groups and staff.
6. Demonstrated planning, analytical, problem solving and report writing skills and the ability to apply these to achieve business objectives within quality improvement and compliance frameworks.
7. Proven track record of successful budget management with ability to assess resource utilisation, make recommendations and implement financial efficiency strategies and meet service targets.
8. Evidence of a current, unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Aboriginal Mental Health & Drug and Alcohol Clinical Leader – Multi Discipline
Award	Health Managers (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Position Classification	HSM 2
Stafflink position number	657951
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	To develop and implement the Aboriginal Mental Health Traineeship program in Mental Health Drug and Alcohol (MHDA). Provide consultation liaison and education for Mental Health Clinicians in providing care to Aboriginal People in MHDA services.

Key Accountabilities

1. Provision of Clinical Leadership of Aboriginal Mental Health including consultation and provision of culturally safe advice for MHDA Leadership, Mental Health Clinicians and Aboriginal Mental Health Trainee's, especially in relation to complex clinical cases, which includes supervision, consultation, limited case management and clinical review participation.
2. Collaboration with MHDA Leadership and Clinical Governance in the development, implementation and promotion of policies and procedures relevant to Aboriginal people and their communities, and advice regarding Aboriginal mental health services, potential risks and recommended actions.
3. Collaboration with the Inpatient MHDA Manager and Community MHDA Manager in development and implementation of models of care for Aboriginal people with dual diagnosis issues.
4. Develop partnerships with internal services, including Aboriginal Health and Population Health, and external partnerships, including Aboriginal Controlled Organisations and Non-Government Organisations (NGOs), to facilitate the social and emotional wellbeing of Aboriginal people and communities.
5. Provide ongoing education for MHDA staff and community groups in Mental Health.
6. Liaison with MHDA Leadership and Managers to implement, coordinate and evaluate the Southern NSW Local Health District Aboriginal Mental Health Traineeship Program, including the provision of support and guidance for all Trainee's enrolled in the MHDA Aboriginal Mental Health Traineeship Program, and the conduction of regular site visits to assist Trainees in the workplace and Academic requirements.

Position Description

7. Attend relevant local and state level meetings as a representative of the MHDA Aboriginal Mental Health Traineeship Program, including the Aboriginal Mental Health Workforce Program Reference Group
8. Contribute to the development of career pathways in MHDA, in relation to the Aboriginal Mental Health Workforce, and individualised support for Aboriginal Mental Health staff.

Key Challenges

1. Supporting the Aboriginal people and communities whilst acknowledging the health and social disparities faced by Aboriginal People, including access and cultural safety of services.
2. Supporting Aboriginal Mental Health Workforce in maintaining self-care and workload management, and providing evidence-based information to equip Aboriginal staff in providing best practice and effective mental health care.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	MHDA Leadership	Provision of consultation, recommendations and accountability in relation to Aboriginal Mental Health & Drug and Alcohol services.
2	Community Mental Health & Drug and Alcohol Teams	To provide a high level of consultation and culturally safe advice to clinicians and inpatient staff in the provision of Mental Health and Drug & Alcohol Care for Aboriginal people
3	Aboriginal Mental Health Trainee's	To provide support, and implementation for the Aboriginal Mental Health Traineeship Program requirements.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Aboriginal Controlled Organisations	Development and maintenance of key stakeholder relationships
2	State-wide Aboriginal Mental Health Workforce Unit	Provision of reporting and accountability of the Aboriginal Mental Health Traineeship Program

Staffing

Direct Reports	0.0 FTE
Indirect Reports	TBC

Essential Requirements

1. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.
2. Applicants for this position must be of Aboriginal descent, identify as being Aboriginal and be accepted in the community as such. All applicants must supply either a letter of Aboriginality signed under the common seal from a recognized incorporated Aboriginal or Torres Strait Islander Community organization such as Land Council or Elders group, Aboriginal Medical Service or a letter on letterhead from a Local Aboriginal Land Council demonstrating membership of the Council.

Selection Criteria

1. Demonstrated knowledge and understanding of Aboriginal and Torres Strait Islander cultures and have established links with their local Aboriginal community. **This is a targeted Aboriginal Position. Preference will be given to applicants of Aboriginal descent. Exemption is claimed under S21 of the Anti-Discrimination Act 1977)**

Position Description

2. Tertiary qualifications and current registration with AHPRA for Registered Nurses, Occupational Therapists, Psychologists, or eligibility for membership of the Australian Association of Social Workers for Social Workers, or Bachelor of Health Science (Mental Health) Djirruwang Program.
3. Demonstrated high level of knowledge and understanding of the Mental Health & Drug and Alcohol strategic directions in service provision, including those related to Aboriginal People and their communities.
4. Demonstrated effective experience in working with Aboriginal People, Communities and Organisations.
5. Understanding of the NSW Mental Health Act (2007) and amendments, and extensive clinical experience in Mental Health Drug and Alcohol service delivery, inclusive of Aboriginal people.
6. Demonstrated successful experience in project or program leadership, with the ability to achieve positive outcomes through multidisciplinary approach.
7. Excellent interpersonal, communication, consultation and negotiation skills, and the ability to develop and maintain strategic relationships, with demonstrated skills in the training, educating and supervision of staff in clinical and non-clinical settings.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Coordinator, Family Friendly Mental Health Service Program
Award	Health Managers (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Position Classification	HSM 2 (or eligible equivalent for multidiscipline awards)
Stafflink position number	211201
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Family Friendly Mental Health Service Program (FFMHSP) is a component of the overall NSW State-wide Family & Carer Mental Health Program. This position is responsible for strategic direction and implementation of FFMHSP within Mental Health Drug and Alcohol (MHDA) services. The position provides strategic and policy based leadership, direction and support; promotes family/ carer participation at all levels of MHDA service provision; facilitates staff education; and works in partnership with a Non-Government Organisation (NGO) to provide family/carers education and capacity building, support and advocacy.

Key Accountabilities

1. Lead the strategic planning, development and evaluation of the Family sensitive programs, including NGO's, in Southern NSW Local Health District (SNSWLHD).
2. Provide consultation and support to MHDA families and carers with complex needs across SNSWLHD to support and facilitate improved consumer outcomes.
3. Ensure that all clinical MHDA services are provided within a family sensitive, recovery focused framework.
4. Collaborate with Educators across SNSWLHD to deliver regular education sessions (including the provision of direct clinical work, case studies and presentations) to stimulate the professional competency of clinicians in providing family sensitive interventions.
5. Translate Key Performance Indicators and consumer and carer outcome measures into operational procedures and innovative service delivery, and assist in the implementation of National, State and LHD strategic directions.
6. Comply with all relevant state legislation, policies, guidelines with regard to care and treatment of mental health consumers and carers in a manner that is least restrictive, and comply with all Local Health District policies and procedures.

Position Description



7. Develop and implementation of strategies/models to facilitate carer participation at all levels of MHDA service provision and throughout the consumer's journey
8. Liaison, networking and works in partnership with the specialist NGOs to provide education, capacity building, support and advocacy to families and carers of MHDA consumers.

Key Challenges
<ol style="list-style-type: none"> 1. Working across a large rural and regional Local Health District and ensuring MHDA Service staff participate in education and are practicing in a family friendly way, engaging carers as part of their clinical role. 2. Ensuring opportunities for family / carer input and consultation take place at every level of MHDA service delivery. 3. Supporting families/ carers becoming engaged in systemic advocacy through the establishment of Carer Participation Groups across the Local Health District.

Key Relationships	
<i>Who?</i>	<i>Why?</i>
Internal Relationships	
1 Manager, Community Mental Health Drug and Alcohol	Operational accountability and to provide provision of all information relating to family friendly mental health program service implementation.
2 MHDA teams	Position has the strategic and consultation responsibility in delivering Family Sensitive MHDA Practice
3 Family and Carers of mental health consumers	Position will ensure family and carers are engaged in clinical treatment planning, advocacy and service development opportunities.
Does this role routinely interact with external Stakeholders?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1 One Door Mental Health Carer Support Services/ Non-Government organisations	SNSWLHD has a Service Level Agreement with NGO One Door as per the MoH funding requirement. Position has the responsibility of overseeing the service level agreement with the NGOs Carer Support Program
2 Commonwealth Funded Carer Support Services – Carer Gateway (Mission Australia currently has a three year funding to support NSW carers)	To ensure and facilitate a comprehensive and coordinated service to the families and carers of Southern NSW Local Health District MHDA consumers.

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Position Description

Selection Criteria

1. Relevant experience and/or Tertiary qualifications and current registration with AHPRA for Registered Nurses, Occupational Therapists, Psychologists, or eligibility for membership of the Australian Association of Social Workers for Social Workers.
2. Demonstrated high level skills and knowledge in the provision of mental health drug and alcohol family sensitive practice.
3. Demonstrated lived experience as a carer or extensive knowledge and understanding of the complex needs of families and carers of persons with a mental illness.
4. Demonstrated capacity to represent, support and consult with family and carers of consumers with a mental illness in relation to mental health service access and provision.
5. Demonstrated clinical experience in evidence based mental health service provision and the management of complex issues with multiple stakeholder views.
6. Proven ability to think critically, problem solve and make timely, sound clinical decisions whilst working autonomously.
7. Demonstrated high level knowledge and understanding of current State and national Mental Health Policies and strategic directions in relation to mental health drug and alcohol family sensitive practice, and demonstrated high level proficiency in computer literacy.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Eating Disorder Coordinator
Award	Public Health System Nurses' & Midwives' (State) Award NSW Health Service Health Professionals (State) Award Health and Community Employees Psychologists (State) Award
Position Classification	Dependant on qualifications (Health Professional Dietitian Level 4)
Staff-link position number	6881159
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Provide leadership and coordination for the strategic development of Eating Disorder services in Southern NSW Local Health District. Provides clinical consultation and support to teams treating people with an eating disorder.

Key Accountabilities

1. Provide advice at a district strategic level on clinical service planning and delivery development, and lead and coordinate the effective implementation of the local Eating Disorder service plan;
2. Work with Local Health District executives, medical leads, departmental leads and clinical leads to develop operational access pathways to community & inpatient mental health teams, Headspace, medical wards and other appropriate sectors of health for people with eating disorders.
3. Contribute to the development of clear serviced responses for people with eating disorders. This will include delineated core Mental Health Drug and Alcohol service roles and responsibilities in relation to this population group, defining the interface with multiple stakeholders, establishing referral pathways to care and developing policies and procedures for services.
4. Drive local development and changes to eating disorder services across the inpatient and community settings and advocate for the specific needs of people with eating disorder treatment.
5. Design local workforce development plans with Local Health District executives, service planners and providers and the state wide coordination office (InsideOut) and ensure their implementation.
6. Participate in state wide activity and work in partnership with the state wide coordinator and the coordinating team.
7. In collaboration with InsideOut and local workforce leads, coordinate and provide training in eating disorders for a broad range of Local Health District staff and provide and coordinate clinical supervision for local staff as appropriate.
8. Provide care consultation when needed to staff working with a client with an eating disorder.

Position Description



Key Challenges

1. Maintaining effective communication with internal and external stakeholders.
2. Working across a large rural and regional Local Health District.
3. Management of complex clinical issues with multiple stakeholders.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	MHDA leadership and teams	-Position has high level strategic responsibility and governance of Eating Disorder service delivery. -Position is to provide high level consultation and education to clinicians providing care for Eating Disorder clients.
2	Medical teams including nursing both inpatient, community health and tertiary services.	Position is to provide high level consultation and education to clinicians providing care for Eating Disorder clients.
3	Allied Health	Position is to provide high level consultation and education to clinicians providing care for Eating Disorder clients.

Does this role routinely interact with external Stakeholders?
 Yes No

1	InsideOut Institute for Eating Disorders and other district eating disorder coordinators	Position to participate in state wide activity and work in partnership with the state and district coordinators and the coordinating team.
2	Health professionals such as General Practitioners, private Psychologists and Dietitians as well as community organisations such as Headspace and schools.	Position to work collaboratively with external stakeholders involved in Eating Disorder care, prevention and promotion to improve access, treatment and integrated service provision across the district.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant qualifications and current AHPRA registration for Registered Nurses, Occupational Therapists, Psychologists & Clinical Psychologists or eligibility for membership of peak professional body for Dietitians, Social Workers and Counsellors.
2. Demonstrated post registration clinical experience including substantial experience in eating disorder service provision.
3. Demonstrated ability to provide eating disorders clinical supervision, consultation and supportive services to other health professionals.
4. Demonstrated capacity for planning, implementing, evaluating, reporting and providing advice in clinical service delivery and redesign.
5. Ability to develop, implement and evaluate research-based and innovative programs aimed at enhancing services.

Position Description

6. Demonstrated high level communication skills, written and verbal, including proficiency in using the Microsoft Office suite of programs.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position description

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

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Role Details	
Position Title	Manager – Triage Emergency Care Services (TECS)
Award	Health Managers (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Position Classification	Nurse Manager 2, Allied Health Professional or HSM equivalent, subject to grading
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaccination Risk Category	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Manages a multidisciplinary team of specialist mental health clinicians across various sites across Southern NSW Local Health District (SNSWLHD). This includes the provision of TECS services, where the Team Manager coordinates to deliver a telephone triage service to callers across SNSWLHD seeking to access mental health and drug and alcohol services, and delivering emergency mental health assessments to consumers who present to SNSWLHD Emergency Departments.

Key Accountabilities
<ul style="list-style-type: none"> Lead and participate in the service commitment to consumers, carers and families to promote the service's vision and key principles - a sustainable, person-centred, efficient and effective mental health and drug and alcohol service. Monitor and report, and when necessary develop actions, on all clinical activities of the multidisciplinary team to determine if we are succeeding in meeting the state key performance indicators when providing triage and emergency care support. Ensure the implementation of all governance and quality requirements of the multidisciplinary team as determined by the service to ensure quality and safety, and the sustainable use of available resources. Manage and report on the human resource requirements of the multidisciplinary team to ensure a sustainable, efficient and effective workforce that supports consumers, their families and carers . Act as a senior member of the Mental Health Drug and Alcohol (MHDA) service by participating in directorate wide clinical service developments to assist the service in achieving its vision and key principles, as well as represent SNSWLHD at the NSW Health State Mental Health Telephone Access Line Program, Local Health District Coordinators Meeting.

Position description

- Monitor clinician adherence to the principles and legal requirements of the NSW legislative framework to ensure consumers, their families and carers, receive the standard of care the legislative framework requires.
- Manage staff to ensure a high-quality professional customer service is delivered to meet the demands of emergency department clients experiencing mental health crises and triage of clients who access mental health services within SNSWLHD and NSW health policy framework.

Key Challenges

- Managing a team of clinicians at various sites across the LHD who will be negotiating the demands of both a mental health triage call centre environment, whilst ensuring that consumers presenting to SNSWLHD emergency departments experiencing mental health crisis receive a timely response and assessment.
- Collaborating with multiple internal & external service partners to ensure quality, safe and continuous care for consumers/clients and carers and families.
- A high level of computer literacy and through knowledge of telephony systems.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Clinical Leaders/Clinicians	Partners in ensuring good clinical governance within the Multidisciplinary Team
2	Nurse Manager SERH MHIU Services	Operational & strategic support to manage the Multidisciplinary Team
3	General Practitioners, Emergency Departments, Hospitals and other health professionals	Partner in communicating care as required by consumers, carers and families
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	General Practitioners	Partner in communicating care as required by consumers, carers and families
2	Emergency Services	Partner in communicating care as required by consumers, carers and families

Staffing

Direct Reports	FTE TBC
Indirect Reports	FTE TBC

Essential Requirements

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

Selection Criteria

2. Relevant experience and/or registration with AHPRA for Registered Nurse, Occupational Therapist, Psychologist, or eligible for membership of Australian Association of Social Workers for Social Workers.
3. Mental Health Drug & Alcohol clinical background and/or qualifications in this clinical field.

Position description

4. Demonstrated skills and experience in organisational change and service development within a customer service environment with an emphasis on negotiation, conflict resolution and liaison skills.
5. Demonstrated high level skills using telephony and computer systems and applications for clinical, financial, payroll and administrative duties including the ability to extract or generate reports.
6. Demonstrated experience in leading, managing and supporting a clinical team, (preferably in a mental health setting) including the ability to manage change and support a high performance culture.
7. Demonstrated knowledge of the legislative requirements that govern Mental Health service provision, including the NSW Mental Health Act (2007) and an understanding of current State and National Mental Health policies, and their potential impact on service provision in the public sector.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position description



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Role Details

Position Title	Mental Health Clinician – Triage and Emergency Care Support
Award	Health Managers (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Position Classification	Dependent upon classification
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Provides consumers with timely and equitable access to mental health drug and alcohol services via the NSW mental health line. Facilitates timely access to specialised mental health care for consumers who present to emergency departments in Southern NSW Local Health District (SNSWLHD).

Key Accountabilities

1. Responds to Mental Health Line enquiries from consumers, carers and stakeholders and provides telephone triage for consumers requiring acute Mental Health or Drug and Alcohol interventions.
2. Undertakes mental health assessments across the lifespan to provide outcomes which meet consumer needs.
3. Observes and describes the psychological functioning of an assessed consumer using the format of the mental state examination to enable communication to between treating professionals.
4. Facilitates inpatient mental health admissions for consumers where treatment in the community is untenable thereby promoting care, treatment and recovery for consumers.
5. Employs conflict resolution skills to communicate professionally with and help de-escalate consumers to minimise the risk of aggression.
6. Liaise with consumers, families/carers, key stakeholders and other members of the multidisciplinary team to support recovery.
7. Complies with relevant state legislation with regards to the care, control and treatment of consumers in a manner that is least restrictive.

Key Challenges

1. Management of complex clinical issues with multiple stakeholders whilst maintaining appropriate professional boundaries.

Position description

Key Relationships		
	Who?	Why?
Internal Relationships		
1	Team Manager and Clinical Leader	Operational management, expert clinical support and consultancy, escalation and feedback of clinical issues.
2	Multidisciplinary team	Peer support, advice and shared decision making in consultation with senior staff. Participation in meetings.
3	Other SNSWLHD clinicians inc ED & MHIU staff	Referral, liaison, collaboration to promote treatment options and/or admissions for consumers.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	General Practitioners, Family/Carers, Community Managed Organisations	Liaison and communication for ongoing care and treatment of consumer

Staffing	
Direct Reports	FTE TBC
Indirect Reports	FTE TBC

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

Selection Criteria
1. Relevant experience and/or tertiary qualifications and current registration with AHPRA for Registered Nurses, Occupational Therapists, Psychologists, or eligibility for membership of the Australian Association of Social Workers for Social Workers.
2. Demonstrated experience in the provision of contemporary clinical mental health practice including conducting mental health assessments, and the provision of evidence based interventions for people who are experiencing mental illness.
3. Demonstrated understanding of the NSW Mental Health Act (2007) and good grasp of current National and State mental health initiatives and strategic directions.
4. Understanding of the concept and principles of mental health rehabilitation and recovery and demonstrated experience and skills using a collaborative, strengths based approach to the care of mental health consumers.
5. Demonstrated high level communication skills with the ability to engage and collaborate with consumers, their families and carers and other stakeholders, and a demonstrated high level proficiency in computer literacy.
6. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Manager Goulburn/Yass or Eurobodalla or Bega/Cooma or Queanbeyan Community Mental Health Drug & Alcohol (MHDA)
Award	Health Managers (State) Award NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Position Classification	Health Manager Level 3/Nurse Manager Grade 2 Allied Health Professional – proposed grading
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Manages a multidisciplinary team of clinicians to provide consumer focused, evidence based, rehabilitation and recovery centred MHDA services to consumers, carers and families across the age spectrum. This includes Child and Adolescent MH (CAMHS), Adult, Older Persons Mental Health (OPMH), drug and alcohol services to support person centred recovery.

Key Accountabilities

1. Lead and participate in the service commitment to consumers, carers and families to promote SNSWLHD's vision and key principles - a sustainable, person-centred, efficient and effective mental health and drug and alcohol service.
2. Ensure the multidisciplinary team involves consumer advocates and family and carer workers in care planning to support and encourage effective individual consumer and carer participation in care planning.
3. Monitor and report, and when necessary develop actions, on all clinical activities of the multidisciplinary team to determine if we are succeeding in service benchmarking and improvement.
4. Ensure the implementation of all governance and quality requirements of the multidisciplinary team as determined by the service to ensure quality and safety, and the sustainable use of available resources.
5. Manage and report on the human resource requirements of the multidisciplinary team to ensure a sustainable, efficient and effective workforce that supports consumers, clients and their families and carers.
6. Act as a senior member of the MHDA service by participating in directorate wide clinical service developments to assist the service in achieving its vision and key principles.
7. Monitor clinician adherence to the principles and legal requirements of the NSW legislative framework to ensure consumers and carers and families receive the standard of care the legislative framework requires.

Position Description



Key Challenges

1. Providing and maintaining a workforce with the clinical skills required to deliver the service's vision and key principles.
2. Collaborating with multiple internal & external service partners to ensure quality, safe and continuous care for consumers/clients and carers and families.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Clinical Leaders	Partners in ensuring good clinical governance within the multidisciplinary team.
2	Clinicians	Partners in delivering good clinical care to consumers, carers and families.
3	Manager Community MHDA	Operational & strategic support to manage the Multidisciplinary Team.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	General Practitioners	Partner in communicating care as required by consumers, carers and families.
2	Community Managed & government and non-government Organisations	Partner in communicating care as required by consumers, carers and families.

Staffing

Direct Reports	Various
Indirect Reports	Various

Essential Requirements

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

Selection Criteria

1. Relevant experience and/or registration with Australian Health Practitioners Regulatory Agency (AHPRA) for Registered Nurse, Occupational Therapist, Psychologist, or eligible for membership of Australian Association of Social Workers for Social Workers.
2. Mental Health Drug & Alcohol clinical background and/or qualifications in this clinical field.
3. Demonstrated experience in delivering recovery oriented care to mental health consumers and/or a harm minimisation approach to drug and alcohol clients.
4. Demonstrated skills and experience in organisational change and service development, including the implementation of systems to manage the core business of the service.
5. Demonstrated high level skills in evidence based interventions for the promotion, prevention and treatment of mental illness and substance use.
6. Demonstrated knowledge of the legislative requirements that govern Mental Health service provision, including the NSW Mental Health Act (2007) and an understanding of current State and National Mental Health policies, and their potential impact on service provision in the public sector.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Perinatal and Infant Mental Health Coordinator
Award	NSW Health Service Health Professionals (State) Award Public Health System Nurses & Midwives (State) Award
Position Classification	Clinical Nurse Consultant Grade 3 Allied Health Professional – subject to grading
Stafflink position number	681206
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input checked="" type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Provides expert consultation, liaison and case management to support for Perinatal and Infant Mental Health (PIMH) Consumers which includes the period from conception to an infant being two years of age. Provides support and advice to the Safe Start teams within Southern NSW Local Health District (SNSWLHD).

Key Accountabilities

1. Provide evidence based mental health assessment, care and interventions for Perinatal and Infant Mental Health (PIMH) consumers.
2. Provide consultation for difficult or complex families in the perinatal period across SNSWLHD to support and facilitate improved consumer outcomes.
3. Ensure that all clinical PIMH services are provided within a family sensitive, recovery focused framework with strong links to mental health drug and alcohol services and child and family services internal and external to SNSWLHD.
4. Collaborate with educators across SNSWLHD to deliver regular education sessions (including the provision of direct clinical work, case studies and presentations) to stimulate the professional competency of clinicians. Engage in and contribute to relevant educational and research projects.
5. Translate Key Performance Indicators (KPIs) and consumer outcome measures into operational procedures and innovative service delivery, and assist in the implementation of National, State and SNSWLHD strategic directions.
6. Comply with all relevant state legislation, policies, guidelines with regard to care and treatment of mental health consumers in a manner that is least restrictive, and comply with all SNSWLHD policies and procedures.

Key Challenges

1. Providing services across a large rural and regional Local Health District.
2. Providing clinical expertise to clinicians while providing care to consumers with complex and multiple needs that require the use of advanced practice skills whilst maintaining professional boundaries.
3. Maintaining a strategic development component of the role.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Mental Health Drug and Alcohol (MHDA) Clinicians	Peer support, education, advice referral pathways and escalation and feedback for all ongoing MH needs of PIMH consumers.
2	Maternity, Child and Family Health clinicians and SAFE START teams	Position is primarily an early intervention position addressing the mental health needs for perinatal health care.
3	MHDA Leadership	Operational accountability, and provision of all information in relation to the PIMH program.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	General Practitioners/ Community Managed Organisations/Non-government Organisations (NGOs)	Strong partnerships to support the provision of PIMH care and ensure comprehensive communication and warm transfer of ongoing care with the primary health provider and NGO's

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
1. Evidence of a current, unrestricted class C driver's licence and the ability to maintain. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria
1. Tertiary qualifications and current registration with AHPRA for Registered Nurses, Occupational Therapists, Psychologists, or eligibility for membership of the Australian Association of Social Workers for Social Workers.
2. Post graduate qualification in PIMH or working towards the same, or experience deemed appropriate by the Local Health District.
3. Demonstrated post registration clinical experience including substantial experience in PIMH service provision. For Clinical Nurse Consultants a minimum of five years full-time equivalent post registration experience with in minimum of 3 years' experience within a PIMH service.
4. Post graduate qualification in PIMH or working towards the same, or experience deemed appropriate by the Local Health District.
5. Demonstrated high level clinical and consultancy skills and knowledge of evidence based service provision of PIMH services.
6. Proven ability to think critically, problem solve and make timely, sound clinical decisions whilst working autonomously.
7. Demonstrated expertise in clinical leadership and clinical supervision to health clinicians from all disciplines, upholding standards of clinical practice, and critically analyse, review and participate in the development of relevant policies and procedures.
8. Demonstrated ability to communicate effectively and the capacity to engage and collaborate with consumers, their families and carers and/or other stakeholders, and a demonstrated high level proficiency in computer literacy.
9. Evidence of a current, unrestricted class C driver's licence and the ability to maintain. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Administrative Support Officer – Tier 3
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed AO 6 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide high level, professional administrative services to support the functioning of the Manager Community Mental Health Drug and Alcohol (MHDA).

Key Accountabilities

1. Draft and collate for review professional, accurate written materials including briefings, agendas, minutes, draft terms of reference, complaints, HCCC and ministerial correspondence to support the achievement of outcomes for the Managers and their teams.
2. Demonstrate confidentiality, initiative, independent judgement and problem solving in the monitoring and management of key priorities and communications including email, telephone, fax, mail and intranet to support workflow and meet deadlines.
3. Facilitate and maintain records and records management systems and processes including databases, files and reports in line with policy, best practice and legislation to meet compliance obligations and ensure information is appropriately recorded, retained and available.
4. Coordinate the flow of documents and information and the monitoring of action plans through the use of information and communication technologies (ICT) such as intranet hosted applications, videoconferencing and Skype to meet operational needs.
5. Supports people processes throughout the employee lifecycle such as recruitment, induction, orientation, leave management, rostering, payroll and exit to meet workload through appropriate staffing levels.
6. Provide secretariat support to manage and maintain diaries, travel and organisational arrangements including conference bookings and room bookings to assist the Managers and their teams to meet commitments.

Key Challenges

1. Identifying and managing competing priorities and completing key tasks with attention to detail in a high volume work environment.
2. Supporting communication networks and day to day business operations and major change projects across the Managers' operational areas with respect, sensitivity and consideration of diversity.

Position Description

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate approvals and meetings, share information, coordinate workload, collaborate
3	Staff across the Managers team/s and site/s	Receive enquiries, provide information, process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Patients, Families, Public	Facilitate receiving and responding to correspondence and providing information
2	Agencies, Service Providers, Consultants	Facilitates receiving and responding to agreements, correspondence, managing workflows and providing information

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

1. Evidence of a current, unrestricted class C driver's licence and the ability to maintain. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria

1. Relevant experience in a similar role providing administrative support to senior managers.
2. Well-developed interpersonal, verbal and written communication and negotiation skills necessary to build and maintain effective relationships and teamwork with a diverse range of stakeholders.
3. Proven time management skills with the ability to meet deadlines and respond in a calm effective manner to rapidly changing priorities in a demanding, complex and high volume multidisciplinary environment.
4. Capacity to produce professional written materials including briefs, minutes, plans, analysis, reports and recommendations to inform decision making.
5. Evidence of ICT and records management skills including the use of databases, applications and systems along with high level use of Microsoft suite of programs.
6. Demonstrated high level analytical and problem solving skills including the ability to make and facilitate decisions and recommendations across the organisation in the public health environment.
7. Demonstrated ability to maintain privacy, confidentiality and exercise discretion and initiative.
8. Evidence of a current, unrestricted class C driver's licence and the ability to maintain. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Manager Programs and Strategy
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for the leadership and delivery of strategy and special programs within the Mental Health Drug & Alcohol (MHDA) Directorate as determined by the District Director MHDA. Strategy will include leading better value care, consumer feedback, the development of Southern NSW Local Health District (SNSWLHD) wide MHDA strategy, and planning. Special programs will include external partnerships, mental health patient safety program, and various areas of clinical speciality. Areas of clinical specialty are subject to change but may include may include Aboriginal mental health, eating disorders, perinatal and infant mental health child and adolescent mental health, intellectual disability mental health, child and adolescent mental health, family and carers, lived experience of mental illness, opioid treatment programs, substance withdrawal treatment, and alcohol and other drug rehabilitation.

Key Accountabilities

1. Work with clinicians and managers and other staff in SNSWLHD to deliver high-impact initiatives to improve outcomes and experiences for mental health consumers and drug and alcohol clients.
2. Develop and lead a mental health patient safety program in SNSWLHD.
3. Work collaboratively with MHDA managers and staff to develop and deliver strategy and initiatives aligned to the MHDA operational plan and District needs.
4. Develop a strategy and work with clinicians to ensure consumer feedback drives service change and improvement.
5. Develop strategy and lead a range of clinical MHDA specialities.
6. Identify new funding and project opportunities to drive continual system improvement within specialist community and inpatient mental health drug and alcohol services.
7. Manage select SNSWLHD and NSW Ministry of Health mental health contracts with external agencies as required.
8. Participate in SNSWLHD and state-wide activities related to special projects within the MHDA Directorate.

Position Description

9. Work with the District Director MHDA and MHDA Leadership Team to meet operational and financial key performance indicators and targets.
10. Provide timely and accurate advice to the District Director MHDA and MHDA Leadership Team, including preparation of discussion, presentations, reports, briefs, and other documents.

Key Challenges

1. To lead and manage organisational change within a rapidly expanding environment of mental health drug and alcohol clinical service delivery.
2. Implement innovative work practices, informed by research using leading technologies.
3. Manage time and prioritise competing workload and service demands to achieve service, organisational and personal goals and objectives.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
2	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing

Direct Reports	8 – 10 FTE (TBC)
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Essential Requirements

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

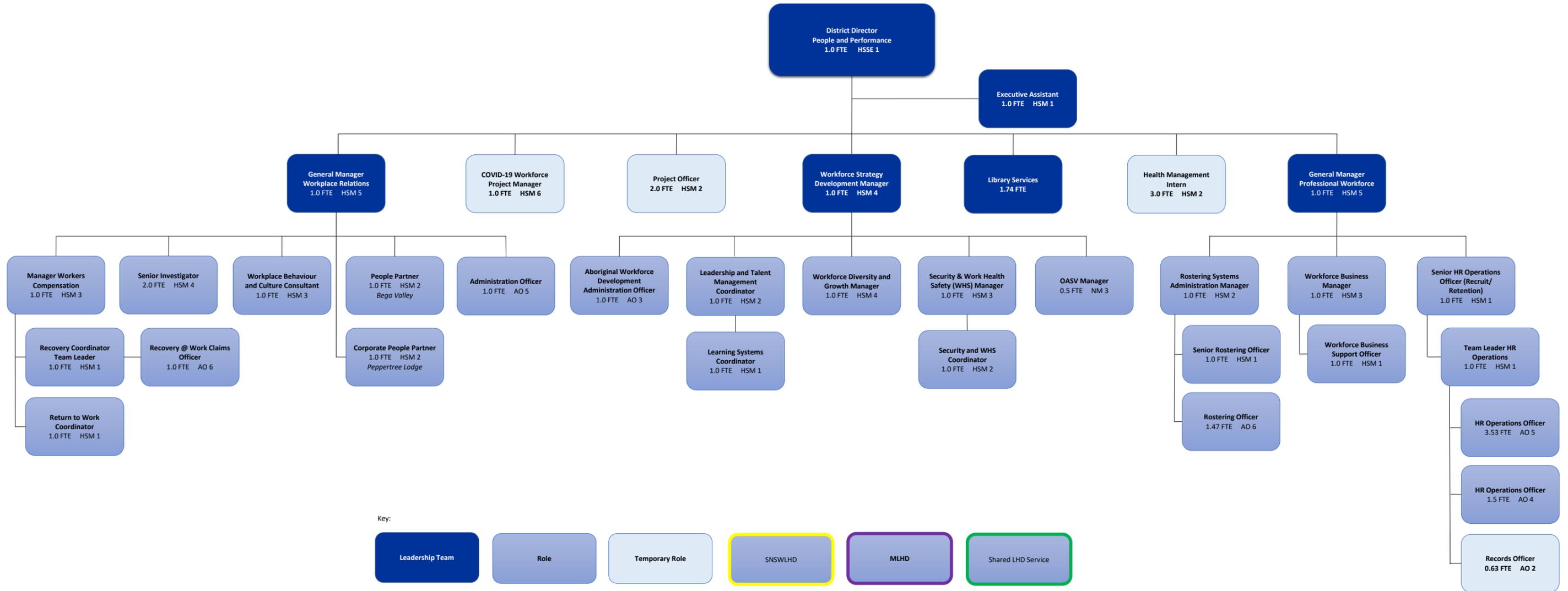
Selection Criteria

1. Extensive experience and/or tertiary qualifications in senior management of health services and a strong knowledge of Mental Health and Drug and Alcohol Services.
2. Knowledge of what is required and proven ability to function effectively as part of a senior health management team in a high-pressured, dynamic environment.
3. Demonstrated understanding of values-based health care and patient safety programs in mental health and drug and alcohol services.
4. Proven ability to develop innovative strategy, implement service improvement initiatives and successfully lead change programs.
5. Exceptional stakeholder management, negotiation, communication and interpersonal skills and extensive experience building, sustaining and using effective relationships with internal and external stakeholders within and across various functional areas to achieve optimal business outcomes.
6. Demonstrated achievement in successfully multidisciplinary teams, coaching managers and staff; managing performance, and fostering a positive workplace culture.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

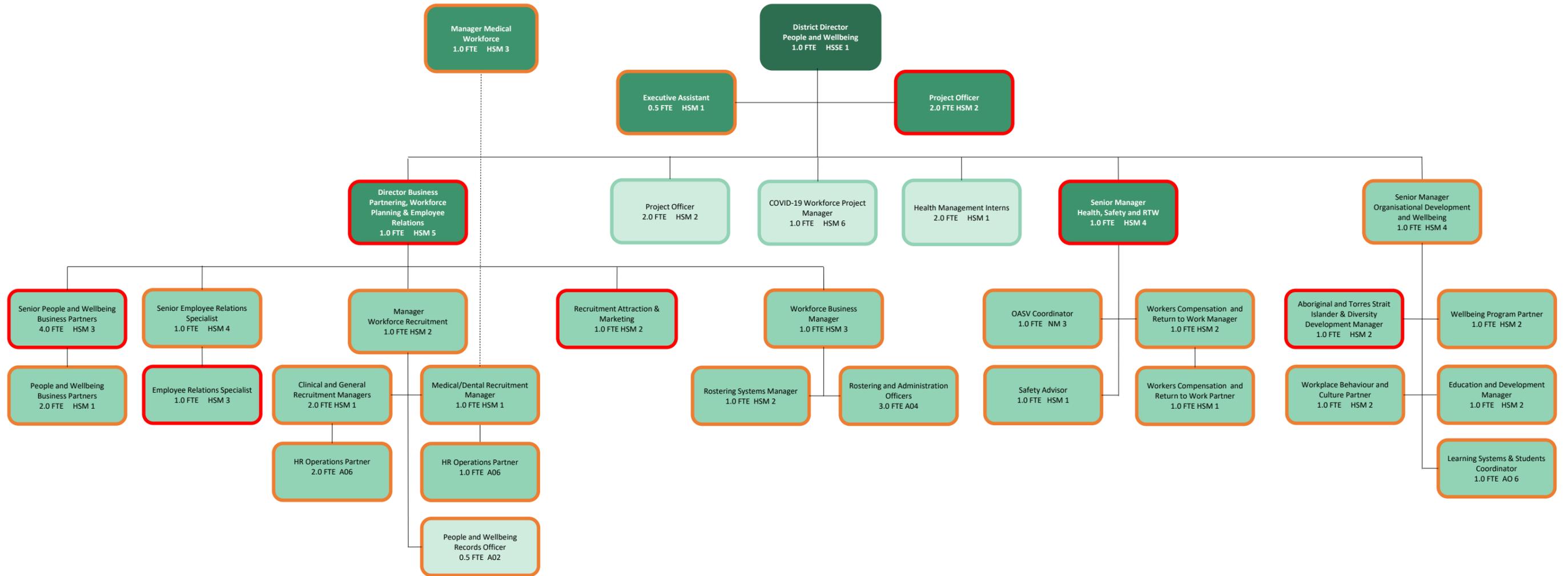
Proposed People & Wellbeing Functions 25/08/2020



Southern NSW Local Health District Current People and Wellbeing Structure 19/06/2020



Proposed People & Wellbeing Structure 25/08/2020



Key:



Proposed Impacted Position List – People and Performance

Role Type	Position	Grade	Nature of Change	Comments
Health Manager	Executive Assistant	HSM 1	FTE reduced from 1.0 to 0.5	
Health Manager	General Manager Professional Workforce	HSM 5	Eliminate position	
Health Manager	General Manager Workplace Relations	HSM 5	Eliminate position	
Health Manager	Manager Workers Compensation	HSM 3	Change to accountability and position title. Grading change from HSM 3 to HSM 2	Change to Workers Compensation and Return to Work Manager
Health Manager	Recovery Coordinator Team Leader	HSM 1	Change to accountability and title	Change to Workers Compensation and Return to Work Partner
Administration Award	Recovery @ Work Claims Officer	AO6	Eliminate position	
Health Manager	Return to Work Coordinator	HSM 1	Eliminate position	
Health Manager	Senior Investigators (2.0FTE)	HSM 4	Eliminate positions	
Health Manager	Workplace Behaviour and Culture Consultant	HSM 3	Change to accountability, title, and grade decreased from HSM 3 to HSM 2.	Change to Workplace Behaviour and Culture Partner
Health Manager	People Partner	HSM 2	Change to accountability, title, and grade decreased from HSM 2 to HSM 1	Change to People and Wellbeing Business Partner
Health Manager	Corporate People Partner	HSM 2	Change to accountability, title, and grade decreased from HSM 2 to HSM 1	Change to People and Wellbeing Business Partner
Administration Award	Administration Officer	AO 5	Eliminate position	
Health Manager	Workforce Strategy and Development Manager	HSM 4	Change to accountability and title	Change to Senior Manager Organisational Development and Wellbeing
Health Manager	Learning Systems Coordinator	HSM 1	Change to accountability, title, and grade decreased from HSM 1 to AO 6	Change to Learning Systems & Students Coordinator
Health Manager	Leadership and Talent Management Coordinator	HSM 2	Change to accountability and title	Change to Education and Development Manager
Health Manager	Workforce Diversity and Growth Manager	HSM 4	Eliminate vacant position	
Health Manager	Security and Work Health Safety (WHS) Manager	HSM 3	Eliminate position	
Health Manager	Security and WHS Coordinator	HSM 2	Change to accountability, title, and grade decreased from HSM2 to HSM 1	Change to Safety Advisor
Health Manager	Aboriginal Workforce Development Administration Officer	AO 3	Eliminate position	
Health Manager	Workforce Business Manager	HSM 3	Change to accountabilities	
Health Manager	Senior Rostering Officer	HSM 1	Eliminate position	
Administration Award	Rostering Officer	AO 6	Change to accountability, title, and grade decreased from AO 6 to AO 4	Change to Rostering and Administration Officers
Health Manager	Workforce Business Support Officer	HSM 1	Eliminate position	
Health Manager	OASV Manager	NM 3	Change title increase FTE 0.5 to 1.0	Change to OASV Coordinator
Health Manager	Senior HR Operations Officer	HSM 1	Eliminate position	
Health Manager	Team Leader HR Operations	HSM 1	Change to accountability, title, and grade decreased from HSM 1 to AO6	Change to HR Operations Partner
Administration Award	HR Operations Officer	AO5	Change to accountability, title, and grade decreased from AO 5 to AO 4	Change to Rostering and Administration Officers
Health Manager	HR Operations Officer	AO4	Change to accountability and title	Change to Rostering and Administration Officers
Librarian	Library Services	L G3	Moving to Medical Services	

Position Description



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Role Details

Position Title	Roster Systems Administration Manager
Award	Health Managers (State) Award
Position Classification	HSM 2
Stafflink position number	576738
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Roster Systems Administration (RSA) Manager is responsible for daily operational transactional payroll and rostering services for Southern NSW Local Health District (SNSWLHD) to ensure systems are operationally sound, data processing optimal and users supported to correctly utilise systems. This includes the development of policies, standard operating procedures and practices and managing the rostering team to achieve performance objectives.

Key Accountabilities

1. Ensure processes are streamlined so that staff are paid correctly and on time.
2. Responsible for managing the RSA team with responsibility for roster systems administration, staff management, roster data, providing timely information and reports on payroll and roster matters and managing information and records.
3. Ensure managers are able to effectively and efficiently use rostering application and users are supported in a manner which encourages use of the systems.
4. Provide overall administration for rostering systems and ensure maintenance of roster systems including resolution related enquiries from all sources.
5. Ensuring compliance with procedures and deadlines associated with the rostering responsibilities, including administration and maintenance of databases in a manner consistent with set standards for database optimisation which provide uses with maximum availability in order to achieve business objectives.
6. Provide Executive and senior managers with strategic recommendations on roster systems and payroll systems advice, assistance and training.
7. Responsible for developing, maintaining and reviewing effective internal processes necessary to ensure the RSA team meets its obligations, achieves its objectives and operates efficiently and effectively.
8. Provide RSA team with leadership and advice regarding Award matters pertaining to rostering systems and payroll matters.
9. Maintain and update as necessary documented internal procedures for assigned business processes.

Position Description

Key Challenges

1. Demonstrated ability to manage a team that has competing demands within a complex, high volume work environment.
2. Proven analytical skills relating to payroll and rostering complex problems.
3. Maintaining rostering systems in a manner to ensure optimal operational efficiency inclusive of data integrity.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing

Direct Reports	0.00 FTE
Indirect Reports	3.00 FTE

Essential Requirements

1. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria

1. Demonstrated experience in managing a successful workforce or payroll / rostering/ transactional service or equivalent operational role.
2. Demonstrated experience at a senior level in system administration of large complex payroll and/or rostering application and knowledge and experience of the complexities of 24 hour rostering practices.
3. Demonstrated ability to provide leadership, develop and motivate teams to ensure a strong customer service focus and responsive approach to managing enquiries whilst maintaining strict confidentiality.
4. Demonstrated experience in managing and coordinating a team within available resources and ensuring day to day operations are undertaken within tight timeframes to meet the customer's needs.
5. Demonstrated experience in interpreting and advising on relevant legislation, policy, awards and agreements relating to pay and roster systems in the public and/or private sector.
6. Superior analytical and problem solving skills and demonstrated understanding of management reports available through the ProAct rostering application.
7. Demonstrated project and time management skills including effective written and oral communication and finely developed skills in Microsoft Office applications.

Position Description



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Role Details

Position Title	Director Business Partnering, Workforce Planning and Employee Relations
Award	Health Managers (State) Award
Position Classification	Proposed HSM 5 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Vaccination Risk Category	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead the team of People and Wellbeing Business Partnering, Employee Relations, Recruitment and Workforce Business Systems to provide best practice modern, proactive and outcome focused HR support across Southern NSW Local Health District (SNSWLHD). Partner with General Managers, Managers, Directors and District Directors to ensure the team is providing timely and relevant support.

Key Accountabilities

1. Develop a strong understanding of the business strategic and operational direction and challenges, providing advice and counsel to leaders and managers on people related implications and implementing relevant strategies.
2. Lead and develop a team of HR professionals in business partnering, recruitment and on-boarding, employee relations and workforce business systems in order to achieve business objectives.
3. Utilise the full range of professional HR practices such as change management, strategic and operational workforce planning, employee engagement, coaching, performance improvement and management, talent management, succession planning and working with the broader People and Wellbeing team to drive continuous improvement and implement best practice solutions for SNSWLHD.
4. Deliver People and Wellbeing programs and initiatives to drive improved culture, engagement and embed a high performance culture throughout the team
5. Partner with the leaders and provide expert advice and coaching in areas such as performance management, employee relations, diversity and inclusion organisational design, talent management, culture, employee engagement and general people issues as they arise.
6. Establish strong internal working relationships with the broader People and Wellbeing team. Participate in People and Wellbeing projects as required, ensuring that the needs of the business are incorporated in the development and implementation of HR initiatives.
7. Ensure compliance across all people matters with company policies and procedures, and legislative requirements.

Position Description

Key Challenges

1. Building a strong team of People and Wellbeing professionals that look for continuous improvement in modern HR practices and high quality customer service.
2. Fostering understanding and acceptance by managers of their workforce accountabilities and building people management capacity across the organisation that facilitates the skills, knowledge and expertise to exercise and fulfil these.
3. Demonstrating innovation, resilience and collaboration in identifying needs, navigating processes and finding and implementing solutions that simplify and smooth the experience of managers and staff with the people and culture business functions and connect the people and culture directorate with operational teams.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information
2	Team	Participate in meetings, share information and provide advice
3	Managers, Staff	Provide advice, support, coaching, process navigation and subject matter expertise
External Relationships		
1	Ministry of Health	Consult on matters as required, participate in Ministry training and workshops
Does this role routinely interact with external Stakeholders?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Staffing

Direct Reports	8.00 FTE
Indirect Reports	13.50 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Strong interpersonal, verbal and written communication, coaching and negotiation skills to build and maintain effective collaborative relationships and teamwork with a diverse range of stakeholders at all levels within the organisation.
3. Strong demonstrated experience in leading a broad range of people and wellbeing professionals to deliver modern best practice HR solutions. Extensive working knowledge of a broad range of HR processes
4. Demonstrated experience in people and culture (HR), change management, employee engagement, HR processes and in providing contemporary workforce advice, coaching and support to managers and staff.
5. Evidence of effective time management capacity working in a complex and high volume environment, with the ability to successfully manage competing demands and deliver outcomes on time.
6. Demonstrated high level analytical, problem solving and facilitation skills including the ability to make decisions and recommendations across the organisation in the public health environment.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Employee Relations Specialist
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provides advice and support for the management of contemporary human resources management and employee relations (ER) issues.

Key Accountabilities

1. Supports the development and maintenance of positive relations between SNSWLHD, its employees and their representatives through effective communication and consultation, accurate interpretation and consistent application of relevant employment policies, awards, and legislation.
2. Supports SNSWLHD's Employee Relations (ER) strategy, policy and quality systems which facilitate policy, award and legislative compliance and support effective and consistent decision making across SNSWLHD.
3. Provides advice and recommendations on a range of employment and industrial issues to ensure agility and capability for organisation wide ER response
4. Consults, negotiates and dispute resolution processes with employees, industrial associations and employee representative groups on a range of workforce relations issues.
5. Builds capability across the organisation, acting as a point of expertise on workplace relations, employment and industrial matters. Coach and support managers, team leaders and individuals to understand, and equip them fulfil their human resource and ER responsibilities effectively.
6. Exercises analytical, decision making and problem solving skills in relation to employee relations matters arising within SNSWLHD.
7. Represent the organisation before relevant commissions and tribunals, negotiate and use autonomy to resolve issues and disputes regarding legal, statutory and industrial standards including employment, award compliance remuneration, disciplinary action, dismissals, medical terminations, grievances, discrimination, retraining and redeployment.

Key Challenges

1. Providing effective employee and workplace relations services within a complex and diverse environment through collaboration to build strategic and practical employment relations capability
2. Modelling, promoting and embedding a culture that embraces a positive attitude and approach in interactions with senior managers and business partners.
3. Demonstrating resilience and persistence in balancing competing demands.

Position Description



Key Relationships	
Who?	Why?
Internal Relationships	
1 Line Manager	Receive direction, escalate issues, share information and process navigation Liaise to obtain strategic direction and guidance on sensitive matters Manage and escalate issues as appropriate
2 Team	Participate in meetings, share information, coordinate workload, provide advice and support Maintain effective working relationships to provide timely advice and recommendations. Participate meetings and communication, share information, coordinate workload
3 Managers, Senior Managers	Seek and receive information, provide briefings, reports, advice and subject matter expertise, collaboratively contribute to organisational priorities Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1 Industrial Organisations	Resolution of industrial matters.
2 Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> 1. Demonstrated behavioural and leadership capacity and capability that align with the vision and values of our organisation. 2. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria
<ol style="list-style-type: none"> 1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. 2. Experience in providing high quality strategic employment relations advice together with operational capacity to manage industrial matters on behalf of SNSWLHD. 3. Extensive knowledge of the NSW Industrial Relations system, and demonstrated experience in presenting matters before the NSW Industrial Relations Commission and Statutory bodies including preparing and presenting matters before tribunals and industrial associations. 4. Demonstrated experience in managing workplace disputes, grievances and conducting investigations. 5. Proven experience in handling employment and/or workplace negotiations as well as providing sound advice on related matters.

Position Description

6. High level communication, interpersonal, sound analytical and problem solving skills, including demonstrated ability to represent or advocate complex issues on behalf of the SNSWLHD before relevant statutory tribunals.
7. Strong conceptual and problem solving skills, including an ability to respond creatively to issues raised, providing alternate acceptable solutions.

Position Description



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Role Details

Position Title	Human Resources Operations Partner
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed AO 6 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provides support services for all aspects of recruitment processes in Southern NSW Local Health District (SNSWLHD) to ensure the right people, with the right skills are recruited in a timely manner to meet workforce requirements.

Key Accountabilities

1. Provides excellent customer service and accurate advice to recruiting managers to improve customer experience and satisfaction.
2. Undertakes end to end recruitment activities to ensure effective and efficient practices provide timely recruitment of successful candidates.
3. Provide accurate advice to enquiries related to pay and award entitlements, leave entitlements, award interpretation.
4. Participates as a highly performing recruitment team member and identifies issues that may impact on timely recruitment of successful candidates.
5. Assists the recruitment and workforce team in providing functions related to existing employee changes to enable appropriate action and recording of employment history
6. Act as the first point of contact for internal and external credentialing and re credentialing enquires, ensuring compliance with re credentialing requirements. This includes maintenance of the eCredential database, coordinating eCredential access, training and scope of practice updates/projects.
7. Coordination of the ROB and JMO eRecruit systems, and JMO general and annual recruitment campaigns. This includes managing and generating locum contracts ensuring all required documentation is audited in line with the Locum Agency Service Level Agreements.
8. Ensure accurate data/information is provided for Senior Medical and Dental staff to be set up on V Money Web or payroll. In addition, all required data is entered in to StaffLink for i.e.: NCRC, WCC, Med Registration details, Performance Reviews.

Key Challenges

1. Coordinating recruitment processes in a complex environment.

Position Description

2. Coordinating a diverse, high volume workload with attention to detail in an environment where priorities and demands change rapidly whilst working positively and effectively with staff and managers across the organisation.
3. Exercising initiative, problem solving and working independently with limited supervision and in the absence of the manager/s to successfully achieve key accountabilities.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Well-developed interpersonal, verbal and written communications, consultation and negotiation skills necessary to gather and share information while building and maintaining effective collaborative relationships and teamwork with a diverse range of stakeholders at all levels.
2. Proven time management skills with the ability to meet deadlines and respond to rapidly changing priorities and demands in a complex and high volume multidisciplinary environment
3. Ability to work independently and as part of a team.
4. Demonstrated ability to provide a broad range of administrative services to support the effective operation of the recruitment unit.
5. Evidence of ICT and records management skills including the use of databases, applications and systems along with high level use of Microsoft suite of programs.
6. Demonstrated high level analytical and problem solving skills including the ability to make and facilitate decisions and recommendations across the organisation in the public health environment.
7. Proven ability to locate, interpret, work within and communicate relevant processes, legislation, policy and awards
8. Demonstrated customer service and timely delivery
9. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Occupational Assessment Screening and Vaccination (OASV) Coordinator
Award	Public Health System Nurses' and Midwives (State) Award
Position Classification	Proposed NM 3 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	Deliver, monitor and evaluate Occupational Assessment Screening and Vaccination (OASV) across the organisation to ensure delivery of strategic business objectives.

Key Accountabilities

1. Support a positive and proactive safety culture and promote the direction and values of the LHD
2. Coordinate and contribute to the provision of OASV Assessments for SNSWLHD, working collaboratively with all SNSWLHD staff, other OASV Assessors and other key stakeholders
3. Lead and manage Student Clinical Placements, including conducting OASV Assessments for students and (where required) staff
4. Guide and work collaboratively with all SNSWLHD sites/ facilities, education providers, OASV Assessors and other stakeholders involved in the organisation and operation of student clinical placements
5. Work with safety and education colleagues as appropriate to develop knowledge and understanding of OSAV practise and importance

Key Challenges

1. Undertaking a variety of tasks while balancing a range of competing, and potentially conflicting, work priorities in a timely manner across a large geographical area
2. Maintaining timely and accurate OASV data entry, management and reporting requirements

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Other LHD staff	Communicate and provide education on the results and importance of OASV
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays

Selection Criteria
<ol style="list-style-type: none"> Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. Demonstrated experience, skill and knowledge in developing and implementing health and wellbeing initiatives in a large and complex organisation, including undertaking OASV assessments. Excellent interpersonal, verbal and written communication, consultation, negotiation and problem solving skills necessary to build and maintain collaborative relationships with a diverse range of stakeholders. Evidence of ability to analyse and report information and data to inform new processes and systems Understanding of contemporary legislation and policy development, implementation and monitoring relevant to health and wellbeing matters within the public health environment. High level time management skills and the ability to apply these to achieve statutory obligations, performance requirements and business objectives within timeframes and with competing priorities. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	People and Wellbeing Business Partner
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and deliver the provision of advice, mentoring, guidance and support in people and wellbeing processes and business functions to facilitate managers and staff achieving day to day tasks that align with strategic and performance objectives throughout the employee lifecycle, from recruitment through to termination of employment.

Key Accountabilities

1. Consult with and provide authoritative contemporary advice, mentoring and guidance to managers and staff on workplace matters including but not limited to best practice employee coaching, legislation and policy interpretation, recruitment, professional development, performance management, workplace grievances.
2. Work closely with managers, team leaders and employees to improve work relationships, build morale and increase productivity and retention
3. Facilitate leave and injury management including return to work for injured or ill staff to foster a healthy workplace and help staff overcome the impact injury or illness.
4. Develop and deliver materials, education and training to build organisational capacity whilst collaboratively supporting managers, teams and individual staff to develop understanding and competence in managing human resource and/or workplace relations issues and perform people and culture business functions.
5. Create positive and productive relationships within the People and Wellbeing Directorate to facilitate prompt, effective and flexible response to people management demands and shared understanding of process and expectations.
6. Advise and support managers and staff in workplace coaching and counselling, investigations, managing workplace grievances and disciplinary matters as required and participate in union consultation and negotiation where appropriate.
7. Complete project work, collaborate and represent the organisation in a range of forums to enhance the achievement of key accountabilities. This may include presentations and evaluating programs
8. Proactively investigate and suggest new solutions

Position Description

Key Challenges

1. Fostering understanding and acceptance by managers of their workforce and corporate accountabilities and building people management (HR) capacity across the organisation that facilitates the skills, knowledge and expertise to exercise and fulfil these.
2. Demonstrating innovation, resilience and collaboration in identifying needs, navigating processes and finding and implementing solutions that simplify and smooth the experience of managers and staff with the people and culture business functions and connect the people and culture directorate with operational teams.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information
2	Team	Participate in meetings, share information and provide advice
3	Managers, Staff	Provide advice, support, coaching, process navigation and subject matter expertise
External Relationships		
1	Ministry of Health	Consult on matters as required, participate in Ministry training and workshops
Does this role routinely interact with external Stakeholders?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to gather and share information and build and maintain effective collaborative relationships and teamwork with a diverse range of stakeholders at all levels within the organisation.
3. Demonstrated experience in people and culture (HR) processes and providing contemporary workforce advice, coaching and support to managers and staff.
4. Proven ability to locate, interpret and communicate relevant employment, industrial and WH&S legislation, policy and awards.
5. Evidence of time management capacity working in a complex and high volume environment, with the ability to successfully manage competing demands and deliver outcomes on time.
6. Demonstrated high level analytical, problem solving and facilitation skills including the ability to make decisions and recommendations across the organisation in the public health environment.
7. Evidence of a current unrestricted drivers licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Recruitment Attraction and Marketing Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Plan and implement a recruitment marketing and employer branding strategy to attract high-quality applicants to SNSWLHD that will reduce the number of health professional vacancies.

Key Accountabilities

1. Plan, implement and manage high quality, innovative recruitment strategies and campaigns, including employment branding that promote and showcase SNSWLHD, and attract talent in all professional areas.
2. Select and activate the right mix of sourcing channels for each campaign to deliver the desired outcome (time, cost, quality). Track, measure and report on campaign results.
3. Oversee SNSWLHD career site, suggest and implement improvements.
4. Work closely with People and Wellbeing colleagues to develop and implement creative ways for addressing recruitment and retention challenges.
5. Source, engage and manage specialist recruitment agencies ensuring best value and high performance against contract criteria and negotiate preferred supplier agreements for cost effective solutions.
6. Write advertising copy, design marketing collateral and brief design agencies for volume marketing campaigns. Champion and educate managers on the use of recruitment tools and digital media e.g. LinkedIn.
7. Lead key strategic projects in the recruitment space to promote the Employment Value Proposition and the SNSWLHD employment brand and build sourcing capability in hiring managers e.g. networking, pipe-lining, interview skills, referee checking etc.
8. Partner with senior leaders to map and actively source and maintain talent pipelines for future opportunities.
9. Partner with senior medical workforce leaders to understand, then develop and drive an engaging medical on-boarding campaigns to successfully embed medical professionals and their families into the hospital, community and wider SNSWLHD.
10. Oversee and monitor orientation and onboarding program, including for senior medical and Executive staff, and suggest and implement improvements to ensure the process provides strong engagement of new staff and key stakeholders.

Position Description



Key Challenges

1. Delivering effective, successful recruitment marketing campaigns that provide high quality applicants at a time when there is a worldwide shortage of health professionals. This includes effective onboarding and orientation programs.
2. Modelling, promoting and embedding a culture that embraces a positive attitude and approach towards recruitment and retention
3. Demonstrating resilience and persistence in balancing competing demands across the LHD

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction, escalate issues and share information Liaise to obtain strategic direction and guidance Manage and escalate issues as appropriate
2	Team	Participate in meetings, share information, coordinate workload, provide advice and support Maintain effective working relationships to provide timely advice and recommendations.
3	Managers, Senior Managers, Medical Workforce Manager, Directors of Medical Services and Clinical directors	Seek and receive information, provide briefings, reports, advice and subject matter expertise, collaboratively contribute to organisational priorities
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants, Local Government Agencies, Rural Doctors' Network, PHN, AGPT, Training Hubs	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

1. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Demonstrated behavioural and leadership capacity and capability that align with the vision and values of our organisation, including demonstrated creative and problem solving skills including the ability to analyse and interpret information and respond to challenges creatively to achieve objectives.
3. Demonstrated significant experience in contemporary recruitment service delivery and sourcing strategies, including knowledge and understanding of health or complex service industry careers and of recruitment and retention issues affecting rural and remote health services.
4. High level written skills including developing marketing material for a wide audience and conveying detailed information.

Position Description

5. Proven experience of establishing and managing attraction strategies and building talent pipelines for organisation critical roles.
6. Extensive experience and proven ability of gaining knowledge in complex job market sectors to advance the market position of organisations.
7. Well-developed interpersonal, verbal and written communication skills necessary to build and maintain collaborative relationships, including collaboration and influencing skills to establish relationships with dynamic professionals and a broad range of internal and external stakeholders.
8. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Rostering and Administration Officer
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed AO 4 (subject to grading)
Stafflink position number	New positions
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for providing records management services, administration support and a range of rostering functions. This position is required to respond to enquiries from employees, managers and supervisors in a customer focused and timely manner.

Key Accountabilities

1. Provide excellent customer service when dealing with managers and staff to improve customer experience and satisfaction.
2. Undertake end to end rostering and remuneration activities to ensure effective and efficient practices.
3. Manage and maintain records management processes and duties to meet statutory records management obligations including maintenance of department files and records.
4. Ensure efficient and effective files and case history is documented and available when required.
5. Perform general administration duties for the team to assist managing workflows.
6. Assist in the provision of generalist human resource advice and services.
7. Participate as a high performing rostering and recruitment team member and identifies issues that may impact on timely recruitment of successful candidates.

Key Challenges

1. Balancing the needs of competing demands whilst ensuring the delivery of effective outcomes.
2. Coordinating rostering and remuneration processes in a complex environment.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2		

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria
2. Demonstrated strong written, verbal, and interpersonal skills to enable efficient communication and consultation with a wide variety of both internal and external stakeholders.
3. Demonstrated problem solving skills.
4. Demonstrated strong customer service commitment.
5. Demonstrated previous records management experience.
6. Demonstrated high level administration skills and previous experience working in an administration environment utilising networking, team work and independent work practices.
7. Demonstrated experience and skill with using a variety of computer applications, including Microsoft suite, databases, ROB, HealthRoster, TRIM, Oracle, iProcurement, Citrix and workforce database systems.
8. Demonstrated organisational and time management skills with the ability to meet tight timeframes and manage competing deadlines and demands.
9. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Senior Employee Relations Specialist
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provides advice and builds capacity for the management of contemporary human resources management and employee relations (ER) issues including negotiation and representation before industrial relations and related tribunals to resolve disputes effectively, efficiently and ensure the strategic intent of the organisation is met.

Key Accountabilities

1. Guides the development and maintenance of positive relations between SNSWLHD, its employees and their representatives through effective communication and consultation, accurate interpretation and consistent application of relevant employment policies, awards, and legislation.
2. Develops and implements SNSWLHD's Employee Relations (ER) strategy, policy and quality systems which facilitate policy, award and legislative compliance and support effective and consistent decision making across SNSWLHD.
3. Provides high level expert strategic advice and recommendations on a wide range of workplace issues to ensure agility and capability for organisation wide ER response.
4. Builds capability across the organisation, acting as a point of authoritative expertise on complex workplace relations, employment and industrial matters and implementing a range of strategies which will assist individuals to understand, and equip them fulfil their ER responsibilities effectively.
5. Makes recommendations on matters including but not limited to: significant change to processes, change management initiatives, SNSWLHD reform agenda, policies and procedures, performance against service level agreements and key performance indicators.
6. Exercises analytical, decision making and problem solving skills in relation to employee relations matters arising within SNSWLHD.
7. Leads consultation, negotiation and dispute resolution processes with employees, employee representative groups and industrial associations on a range of complex workforce relations issues; and works with legal counsel to represent the organisation in all matters coming before relevant commissions and tribunals. Use autonomy to resolve issues and disputes regarding legal, statutory and industrial standards including employment, award compliance, remuneration, coaching, disciplinary action, dismissals, medical terminations, grievances, discrimination, retraining and redeployment.

Position Description



Key Challenges

1. Providing effective employee and workplace relations services within a complex, diverse and geographically varied environment, through collaboration, to build strategic and practical employee relations capability.
2. Modelling, promoting and embedding a culture that embraces a positive attitude and approach in interactions with senior managers and business partners.
3. Demonstrating resilience and persistence in balancing competing demands.

Key Relationships

Who?		Why?
Internal Relationships		
1	Line Manager	Receive direction, escalate issues, share information and process navigation Liaise to obtain strategic direction and guidance on sensitive matters Manage and escalate issues as appropriate
2	Team	Participate in meetings, share information, coordinate workload, provide advice and support Maintain effective working relationships to provide timely advice and recommendations. Coordinate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Seek and receive information, provide briefings, reports, advice and subject matter expertise, collaboratively contribute to organisational priorities Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required

Does this role routinely interact with external Stakeholders?
 Yes No

1	Industrial Organisations	- Building effective working relationships with industrial organisations - Resolution of industrial matters
2	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing

Direct Reports	1.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

1. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria

1. Relevant tertiary qualification or equivalent work experience, or a combination of study and work experience.

Position Description

2. Experience in providing high quality strategic employee relations advice together with operational capacity to manage workplace matters on behalf of SNSWLHD.
3. Demonstrated behavioural and leadership capacity and capability that align with the vision and values of our organisation.
4. Extensive knowledge of the NSW Industrial Relations system, and demonstrated experience in presenting matters before the Industrial Tribunals and Statutory bodies including preparing and presenting matters before tribunals and industrial associations.
5. Demonstrated extensive experience in managing workplace disputes, grievances and conducting investigations, with proven experience in leading workplace relations negotiations as well as providing sound advice on related matters.
6. High level communication, interpersonal, sound analytical and problem solving skills, including demonstrated ability to represent or advocate complex issues on behalf of the SNSWLHD before relevant statutory tribunals.
7. Strong conceptual and problem solving skills, including an ability to respond creatively to issues raised, providing alternate acceptable solutions.
8. Relevant tertiary qualification or equivalent work experience, or a combination of study and work experience.

Position Description



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Role Details

Position Title	Senior People and Wellbeing Business Partner
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Proactively work with Network General Manager/District Directors and their teams and act as a member of the network/directorate leadership team. Lead and deliver the provision of advice, coaching and mentoring, guidance and support in people, engagement and wellbeing matters relating to operational functions. Facilitate managers and staff achieving operational requirements that align with strategic and performance objectives throughout the employee lifecycle.

Key Accountabilities

1. Act as a member of the Network/Directorate leadership team to support the leaders in achieving their people and wellbeing related operational and strategic goals through in-depth understanding of the operation's needs.
2. Consult with and provide authoritative contemporary advice, mentoring and guidance to managers and staff on workplace matters including but not limited to best practice employee coaching, engagement and culture, change management, legislation and policy interpretation, professional development, performance management and workplace grievances. Proactively lead in problem analysis and stakeholder management skills.
3. Coach leaders on taking a people-centred approach to managing change and formulating effective strategies for dealing with people related issues in their teams.
4. Work closely with managers, team leaders and employees to improve culture, work relationships, build morale and increase productivity and retention.
5. Facilitate leave and injury management including return to work for injured or ill staff to foster a healthy workplace and help staff overcome the impact injury or illness.
6. Develop and deliver materials, education and training to build organisational capacity whilst collaboratively supporting managers, teams and individual staff to develop understanding and competence in managing human resource and/or workplace relations issues and perform people and culture business functions.

Position Description

7. Create positive and productive relationships within the People and Wellbeing Directorate to facilitate prompt, effective and flexible response to people management demands and shared understanding of process and expectations and innovating high levels of customer service.
8. Advise and support managers and staff in workplace coaching and counselling, managing workplace issues and disciplinary matters as required and participate in union consultation and negotiation where appropriate.
9. Complete project work, collaborate and represent the organisation in a range of forums to enhance the achievement of key accountabilities. This may include presentations and evaluating programs.
10. Proactively investigate and suggest innovation and provide change management solutions to support the LHD achieve its goals.

Key Challenges

1. Fostering understanding and acceptance by managers of their workforce and corporate accountabilities and building people management (HR) capacity across the organisation that facilitates the skills, knowledge and expertise to exercise and fulfil these.
2. Demonstrating innovation, resilience and collaboration in identifying needs, navigating processes and finding and implementing solutions that simplify and smooth the experience of managers and staff with the people and culture business functions and connect the people and culture directorate with operational teams.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information
2	Team	Participate in meetings, share information and provide advice
3	Managers, Staff	Provide advice, support, coaching, process navigation and subject matter expertise
External Relationships		
1	Ministry of Health	Consult on matters as required, participate in Ministry training and workshops
Does this role routinely interact with external Stakeholders?		
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	2.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience in a Human Resources related field, ideally as a senior business partner.
2. Demonstrated business partnering skills - incl. internal consulting, problem analysis and stakeholder management skills

Position Description

3. Well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to gather and share information and build and maintain effective collaborative relationships and teamwork with a diverse range of stakeholders at all levels within the organisation.
4. Demonstrated experience in people and culture (HR), change management, employee engagement, HR processes and in providing contemporary workforce advice, coaching and support to managers and staff.
5. Demonstrated experience with HR metrics and their use in supporting the operational and strategic success of client groups
6. Proven ability to locate, interpret and communicate relevant employment and WH&S legislation, policy and awards.
7. Evidence of effective time management capacity working in a complex and high volume environment, with the ability to successfully manage competing demands and deliver outcomes on time.
8. Demonstrated experience in working with colleagues to provide customer focused solutions in a timely manner
9. Demonstrated high level analytical, problem solving and facilitation skills including the ability to make decisions and recommendations across the organisation in the public health environment.
10. Evidence of a current unrestricted drivers licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Senior Manager Organisational Development and Wellbeing
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead the strategic and operational management of a range of functions including education, organisational development, culture, leadership, wellbeing, diversity and inclusion, learning and capability; to meet Southern NSW Local Health District's (SNSWLHD) current and future needs.

Key Accountabilities

1. Develop, implement and deliver education and organisational development strategies and solutions that are critical in driving organisational change and performance.
2. Drive strategic projects which aim to develop and monitor a highly skilled workforce for the organisation.
3. Develop and deliver innovative workforce development strategies and the talent and succession framework.
4. Develop, implement and maintain Aboriginal and Torres Strait Islander, and Diversity and Inclusion strategies.
5. Lead and manage the Organisational Development Unit to ensure organisational objectives are met.
6. Develop, implement and maintain the SNSWLHD Wellbeing Framework and a Wellbeing program for all SNSWLHD staff.
7. Work with Health Education and Training Institute (HETI) to facilitate education, leadership and management programs.
8. Build relationships with key education providers and other stakeholders to ensure SNSWLHD has strong networks to deliver on the education, development and wellbeing strategies.

Key Challenges

1. Developing and implementing a comprehensive education, development and wellbeing strategy for a geographically diverse District undergoing culture, operational and structural change.
2. Ensuring that new systems/frameworks are accepted and implemented across the organisation, and are effective in supporting the organisations objectives such as the implementation of SNSWLHD-wide program (Elevate) for change management, improved communication and accountability.

Position Description

- Meeting tight deadlines, adjusting to rapidly changing priorities and delivering high quality work whilst managing staff and manager expectations through building and maintaining effective relationships and communication across the LHD with key internal and external stakeholders, and with the Ministry as appropriate.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Provide updates, advice, information and recommendations on programs, projects and priorities; liaise to obtain strategic direction and guidance on sensitive matters; manage and escalate issues as appropriate
2	Team	Lead meetings, share information, coordinate workload, provide advice and support; maintain effective working relationships to provide timely advice and recommendations
3	Chief Executive and Executive Team	Seek and receive information, provide expert advice, briefings, reports, advice and subject matter expertise, collaboratively contribute to organisational priorities
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	HETI	Collaborate, obtain information, guidance and advice
2	Universities/TAFE	Create and maintain an effective, appropriately managed relationship

Staffing

Direct Reports	5.0 FTE
Indirect Reports	0.0 FTE

Essential Requirements

- Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria

- Demonstrated behavioural and leadership capacity and capability that align with the vision and values of our organisation.
- Extensive experience in organisational development, wellbeing, Aboriginal and Torres Strait Islander and diversity, change and/or a combination of these experiences within a large complex organisation undergoing significant change.
- Well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to build constructive collaborative relationships.
- Evidence of advanced organisational and time management skills when working in a high pressure environment with periods of heavy workload; with the ability to successfully manage workflow and competing demands to deliver client-focused outcomes to deadline.
- Extensive experience leading teams to deliver in the development and management of strategic initiatives that enhance workforce design and build capability to drive improved organisational performance and deliver on strategic priorities.
- Ability to understand and appraise different sources of information and choose the most appropriate one that supports Southern NSW LHD's needs.
- Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Workforce Business Systems Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Responsible for: <ol style="list-style-type: none"> 1. Managing and delivering detailed workforce business management initiatives to provide information to inform business decision which support our workforce to enhance the delivery of patient centred care. 2. Managing staff delivering daily operational transactional payroll and rostering services to ensure systems are operationally sound, data processing optimal and users supported to correctly utilise systems.

Key Accountabilities

1. Lead the workforce, rostering and administration team to be skilled, empathetic and engaged to improve customer experience and satisfaction.
2. Develop, manage and deliver relevant data including meaningful reports and recommendations to support well informed planning, decision making and accountability
3. Use influence and build strong, productive partnerships with executive, senior managers and business partners in the finance area to effect performance and outcomes.
4. Manage and maintain records and records management systems to ensure information is appropriately up to date, recorded, retained and available.
5. Provide subject matter expertise, advice and guidance to assist managers to ensure business decisions relating to FTE allocation and staff establishment.
6. Ensure payroll processes are streamlined so that staff are paid correctly and on time.
7. Provide Executive and senior managers with strategic recommendations on roster systems and payroll systems advice, assistance and training.
8. Responsible for developing, maintaining and reviewing effective internal processes necessary to ensure the team meets its obligations, achieves its objectives and operates efficiently and effectively.

Key Challenges

Position Description

1. Use influence to align organisational wide planning with operations to build and maintain a workforce profile that meets service delivery requirements within available resources.
2. Demonstrated ability to manage a team that has competing demands within a complex, high volume work environment.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2		

Staffing

Direct Reports	4.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated ability to provide leadership, develop and motivate teams to ensure a strong customer service focus and responsive approach to managing enquiries whilst maintaining strict confidentiality and within available resources.
2. Demonstrated experience in monitoring and reporting workforce data that influences business outcomes.
3. Demonstrated experience at a senior level in system administration of large complex payroll and/or rostering application and knowledge and experience of the complexities of 24 hour rostering practices.
4. Demonstrated ability to implement and evaluate the recruitment management system in accordance with relevant policy and legislation.
5. Demonstrated well-developed interpersonal, negotiation, verbal and written communication skills.
6. Proven ability to influence others through developing and maintaining productive working relationships with stakeholders including senior managers.
7. Demonstrated will developed analytical and problem solving skills including interpretation of complex data and advanced ICT skills.
8. Demonstrated application of change and risk management principles to design and implement solutions that inform business planning.
9. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Workforce Recruitment Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and develop a people-focused recruitment function to efficiently recruit talented, qualified people in a timely manner to meet the organisations current and future needs.

Key Accountabilities

1. Drive and direct all recruitment efforts and processes to enable the achievement of strategic organisational objectives and ensure continuous improvement of the recruitment function.
2. Grow, manage and set goals for an adaptive, customer and people-focused team of recruiters to fill vacancies efficiently with talented, qualified and well-matched employees.
3. Coordinate, coach and participate in a multidiscipline team, ensuring available expertise to meet the diverse needs for recruiting to corporate, technical and clinical disciplines including medical and dental vacancies.
4. Track, analyse and report on recruitment performance metrics to identify risks and issues and drive decision making including risk management, resource allocation and process improvement.
5. Undertake business needs assessment and market analysis to anticipate future hiring needs and support managers and business partners to forecast, plan and develop recruitment strategies in advance.
6. Work closely with People and Wellbeing and other colleagues to develop and implement creative ways for addressing the recruitment and retention challenge.
7. Provide guidance and support development of the recruitment framework that fits in the on-boarding process.
8. Contribute to a strong employer brand and excellent employee experience by role modelling the welcome future employee receive.
9. Develop and actively manage key internal and external relationships, including collaborating with key stakeholders to identify opportunities, achieve outcomes and facilitate cooperation. In addition to representing and explaining agency views in various forums.

Position Description

Key Challenges

1. Delivering effective, successful recruitment systems and strategies that produce high quality employees at a time when there is a worldwide shortage of health professionals.
2. Modelling, promoting and embedding a culture that embraces a positive attitude and approach towards attraction, recruitment and on boarding.
3. Demonstrated ability, resilience and persistence in managing a team that has competing demands within a complex, high volume work environment while maintaining high levels of customer focus to both managers and candidates.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction, organisational vision and priorities, escalate issues and share information; liaise to obtain strategic direction and guidance
2	Work Team	Direct and inspire team, provide advice, coaching and support, create synergy and build productive relationships
3	Managers, Business Partners	Facilitate efficient filling of vacancies, share information and ideas, forecast needs, collaborate to produce proactive recruitment strategies, identify and manage risks
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Ministry of Health, Peer LHDs	Establish effective networks to enable benchmarking, monitoring of trends, collaboration and sharing of ideas, learnings and information
2	Consultants, Vendors, Partners	Share information, communicate needs, generate solutions, obtain advice, optimise return on investment for the organisation

Staffing

Direct Reports	3.00 FTE
Indirect Reports	3.00 FTE

Essential Requirements

1. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Strong experience in successfully managing and delivering results within time restraints and with competing priorities.
3. Demonstrated behavioural and leadership capacity and capability that align with the vision and values of our organisation.
4. Excellent communication, partnership building and relationship management skills, with demonstrated strong customer service skills, and a friendly, respectful and professional manner.
5. Knowledge and understanding of health or complex service industry careers and/or of recruitment and retention issues affecting rural and remote health services.

Position Description

6. Proven ability to communicate with influence, negotiate outcomes and manage complex stakeholder relationships, including across a geographically dispersed network.
7. Demonstrated personal drive and integrity whilst achieving results within legislative and budget parameters.
8. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Executive Assistant
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide a range of high level executive, secretariat, and administrative support services to assist the Executive address the complexities of their role and achieve business objectives.

Key Accountabilities

1. Research, analyse, collate and coordinate reports, briefs and recommendations to the Executive to support informed decision-making and planning
2. Act as the Executive's point of contact, analyse and assess requests in order to prioritise matters, and initiate action exercising discretion and maintaining confidentiality to facilitate optimal use of the Executive's time
3. Support the management of issues using communication and escalation, responding to emerging issues to achieve effective resolution with minimal risk to the organisation
4. Manage the Executive's diary appointments, records and correspondence, coordinate travel arrangements and schedule and support meetings to facilitate the effective management of the Executive's directorate
5. Monitor, implement and evaluate administrative practices, systems and procedures within the directorate to optimise efficiency and support the delivery of quality outcomes
6. Provide secretariat support as required to the Board, committees and the Executive leadership team including recommendation management to achieve completion of agreed actions

Key Challenges

1. Managing competing priorities and providing consistently high levels of support, given heavy workloads, short deadlines, and the need to maintain confidentiality and act with discretion

Position Description

Key Relationships		
Who?		Why?
Internal Relationships		
1	Line Manager	Participate in discussions and decisions, escalate issues and propose solutions; receive guidance and provide regular updates on key projects, issues and priorities, coordinate information and work flows
2	Directorate Leadership Team, Peer Executive Assistants	Provide support to align activities, foster teamwork and cohesion, promote professionalism, kindness and shared accountability
3	Executive Leadership Team, Senior Managers	Manage the flow of information, seek clarification, escalate sensitive issues and propose solutions
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer LHDs, Pillars, Vendors, MoH, Consultants and Partners	Provide sound and reliable advice; manage expectation, resolve and provide solutions to issues; negotiate outcomes and timeframes

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> Relevant tertiary qualification and/ or equivalent experience. Proven strong experience as an Executive Assistant or similar with the ability to contextualise within the health setting and operational area. Excellent decision making, relationship management and interpersonal skills. Highly developed organisational, IT and records management skills with the ability to plan, prioritise and meet organisational needs. Ability to produce exceptional, professional written reports and correspondence with an eye for detail and problem-solving aptitude. Agile, adaptive team player who exercises discretion and builds strong inclusive partnerships. Demonstrated understanding of Board governance processes, committee structures and the ability to act as secretariat. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Aboriginal and Torres Strait Islander, Inclusion and Diversity Development Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	<p>Coordinate the development, implementation and evaluation of Aboriginal and Torres Strait Islander and Diversity initiatives to enhance engagement, development and wellbeing of staff and patients across Southern NSW Local Health District (SNSWLHD).</p> <p>This is an identified position in accordance with Section 14 of the Anti-Discrimination Act 1977. Aboriginal applicants must demonstrate Aboriginality in addition to addressing the selection criterion.</p>

Key Accountabilities

1. Develop, implement and evaluate the Aboriginal and Torres Strait Islander and Diversity plans and actions to promote cultural awareness, diversity and inclusion across the workforce including the Reconciliation Action Plan, multi-cultural, disability, and LGBTIQ inclusion programs.
2. Maintain and coordinate detailed information on all aspects of allocated projects including monitoring and management of project schedules, meetings and tasks to identify and address issues and ensure stakeholders are informed, consulted and engaged.
3. Create, prepare, coordinate and deliver professional, accurate written materials such as plans, analysis, reports, correspondence, briefings, agendas and minutes to support the achievement of project outcomes.
4. Collaborate on the development of events, programs and projects within the ATSI and diversity field to promote SNSWLHD as an employer, and the development of our current staff.
5. Implement, support and collaborate on annual community events, programs and projects such as Reconciliation week, NAIDOC week, Harmony week and other diversity and inclusion related events.
6. Identify risks and potential solutions using autonomy, high level initiative, independent judgement, leadership and problem solving to make decisions that support workflow and the achievement of a smooth restructure.
7. Liaise with key stakeholders from Ministry of Health, NSW Government, and appropriate local and federal government agencies to build and support ATSI and diversity.
8. Build partnerships and collaborative relationships including the effective management of conflicts and grievances; through modelling, promoting and encouraging a culture that embraces the values of the

Position Description



organisation, a positive "can do" attitude and approach in interactions with internal managers and staff, customers and all stakeholders.

Key Challenges

1. Awareness of and participation in state and local ATSI, and diversity and inclusion initiatives.
2. Timely reporting of key performance indicators relating to ATSI and diversity and inclusion workforce including engagement, recruitment, and development.
3. Work constructively with differing stakeholders and managers to achieve a realistic and effective outcomes to meet variable and tight deadlines.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

1. This is an identified position in accordance with Section 14 of the Anti-Discrimination Act 1977. Aboriginal applicants must demonstrate Aboriginality in addition to addressing the selection criteria.
2. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria

1. This is an identified position in accordance with Section 14 of the Anti-Discrimination Act 1977. Aboriginal applicants must demonstrate Aboriginality in addition to addressing the selection criteria.
2. Demonstrated experience using database style systems and the ability to evaluate, interpret and collate large amounts of data and provide meaningful reports
3. Proven organisational skills, including managing multiple meetings and relevant documentation and follow up
4. Demonstrated advanced interpersonal, written and verbal communication skills
5. Proven time management skills with the ability to meet deadlines and respond
6. Demonstrated sound analytical, problem solving, decision making and negotiation skills
7. Proven capacity to work autonomously and also part of a multidisciplinary team to achieve outcomes
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description

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Role Details

Position Title	Learning Systems and Students Coordinator
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed AO 6 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Coordinate learning and development systems and programs to ensure an engaged, responsive and highly skilled workforce is available to provide quality care for our patients.

Key Accountabilities

1. Coordinate the advertising and enrolment of HETI programs to ensure staff are aware of program availability to assist them with their roles
2. Coordinate the activities of student placements including managing the ClinConnect database to ensure compliance criteria has been met for student placements
3. Oversee the administration of the Learning Management System and provide support to staff on the use of the system so they can access My Health Learning in a timely manner
4. Provide workforce training reports including Personal Performance and Appraisal and mandatory training data for analysis and interpretation against key performance indicators

Key Challenges

1. Working within the limitations of existing databases
2. Managing stakeholder requests for training data
3. Delivering of work to meet deadlines

Position Description

Key Relationships		
	Who?	Why?
Internal Relationships		
1	Line Manager	Provide updates, receive direction, provide accurate data on learning systems and program utility
2	Work Team	Support the team and work collaboratively to contribute to achieving the team's business outcomes
2	Staff, Managers	Informing staff of learning and development programs
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Health Education Training Institute (HETI)	Coordination of training programs

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays

Selection Criteria
<ol style="list-style-type: none"> Demonstrated experience in a systems administrator role Demonstrated well-developed interpersonal, verbal and written communication skills including evidence of clear and concise reports Developed organisational skills including the ability to manage numerous tasks concurrently, use initiative, establish priorities and work to tight or competing deadlines Ability to develop and maintain productive, effective working relationships with stakeholders Attention to detail and ability to work to deadline Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays

Position Description

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Role Details

Position Title	Manager Education and Development
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead, design, plan and implement contemporary education, talent, leadership and management initiatives and programs which address future needs for capability, skill and workforce agility.

Key Accountabilities

1. Determine existing capabilities and development priorities and to support their engagement in leadership development pathways, both as contributors and recipients.
2. Reporting on key deliverables and ensuring collaboration and alignment of work across the organisational development team.
3. Provide expert advice in relation to leadership development matters within Southern NSW Local Health District (SNSWLHD).
4. Collaborate on strategies to develop leadership capabilities in students, future employees and existing employees.
5. Access resources for leadership development and collaborate on development of resources and evaluation of programs, developing programs where appropriate within budget.
6. Development and facilitation of projects programs for SNSWLHD as required.

Key Challenges

1. Managing staff and manager expectations in responding to issues and demands.
2. Building and maintaining effective relationships and communication across the LHD with key internal and external stakeholders.
3. Meeting tight deadlines ensuring high quality work is provided while dealing with uncertainty and rapidly changing priorities.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Provide updates, advice, information and recommendations on programs, projects and priorities Liaise to obtain strategic direction and guidance on sensitive matters Manage and escalate issues as appropriate
2	Team	Participate in meetings, share information, coordinate workload, provide advice and support Maintain effective working relationships to provide timely advice and recommendations
3	Chief Executive and Executive Team	Seek and receive information, provide expert advice, briefings, reports, advice and subject matter expertise, collaboratively contribute to organisational priorities
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	HETI	Obtain information, guidance and advice
2	Universities, TAFE and Nurse, Midwife and Medical Staff Entry Programs	Create and maintain an effective, appropriately managed relationship

Staffing	
Direct Reports	0.0 FTE
Indirect Reports	0.0 FTE

Essential Requirements
1. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria
<ol style="list-style-type: none"> 1. Demonstrated behavioural and leadership capacity and capability that align with the vision and values of our organisation. 2. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. 3. Ability to critically analyse information and present recommendations of the most appropriate solution 4. Development and facilitation of training programs. 5. Well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to build constructive collaborative relationships. 6. Experience effectively managing and developing individuals and teams; developing capability and capacity for current priorities and flexibility to adapt to future needs. 7. Experience successfully planning, designing, delivering and evaluating development programs for a diverse workforce in a complex environment. 8. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Manager Workers Compensation and Return to Work
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and deliver the provision of high level advice, expertise and support in managing employee injury management to facilitate managers, staff and the organisation meeting workforce and legal obligations.

Key Accountabilities

1. Provide authoritative contemporary advice, support and guidance to managers, staff and business partners on injury management.
2. Lead staff, provide people management and coordinate the injury, recovery at work and claims management functions, systems and resources, supporting change to achieve the organisation's strategic objectives through fostering a culture of integrity, accountability and continuous improvement.
3. Facilitate and inform planning, policy and position document development, position grading and job evaluation processes to create and maintain a sound, equitable and industrially complaint workplace and remuneration system.
4. Produce and deliver professional written materials including briefs, correspondence, submissions, registers and reports on issues involving policy, legislation and award interpretation to facilitate effective decision making with appropriate records management.
5. Represent the organisation as required at courts, tribunals and consultative committees such as anti-discrimination, human rights, and industrial relations to achieve the best possible outcomes for the organisation and stakeholders.
6. Identify, analyse, escalate and report significant workforce and legal issues and trends, and clearly communicate their business implications to the Senior Manager and executive to enable decision making, risk assessment and implementation of mitigation strategies.
7. Complete project work to enhance the achievement of key accountabilities.

Key Challenges

1. Fostering understanding and acceptance by managers of their workforce and corporate accountabilities and building workplace relations capacity across the organisation that facilitates the skills, knowledge and expertise to exercise and fulfil these.

Position Description



- Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2	Tribunals, Courts, Consultative Committees, Unions, Associations	Negotiation, share information, represent SNSWLHD

Staffing	
Direct Reports	1.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria	
1.	Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2.	Well-developed interpersonal, verbal and written communication, consultation, analytical and negotiation skills necessary to gather and share information and build and maintain effective collaborative relationships with a diverse range of stakeholders.
3.	Demonstrated and broad experience in effectively managing injury and recovery at work management processes.
4.	Detailed knowledge of contemporary statutory, legislative, policy and award requirements with the ability to apply these to the development, interpretation, implementation and monitoring of workforce and corporate management in the public health environment.
5.	Leadership, teamwork, analytical, problem solving, research and analysis skills.
6.	Evidence of time management capacity working in a complex and high volume environment, with the ability to successfully manage competing demands and deliver outcomes on time.
7.	Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Project Officer
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Manage and coordinate the development, planning and implementation of projects to achieve project outcomes and support the District Director achieve organisational objectives.

Key Accountabilities

1. Manage significant people change projects in a range of people management areas to assist the organisation to achieve its strategic objectives through maximising the capability and potential of its staff.
2. Develop and manage projects and implementing appropriate people strategies to complement and assist all projects.
3. Create, prepare, coordinate and deliver professional, accurate written materials such as plans, analysis, reports, correspondence, briefings, agendas and minutes to support the achievement of project outcomes, maintaining and coordinating detailed information on all aspects of allocated projects.
4. Monitor and manage project schedules including the coordination of meetings and tasks to identify and address issues and ensure stakeholders are informed, consulted and engaged in a collaborative change process.
5. Identify risks and potential solutions using autonomy, high level initiative, independent judgement, leadership and problem solving to support workflow, effective decision making and the achievement of project deliverables.
6. Manage and maintain records and records management systems and processes having particular regard to privacy, policies, awards and relevant legislation to meet strict confidentiality obligations and ensure information is appropriately recorded, retained and available.
7. Build partnerships and collaborative relationships including the effective management of conflicts and grievances; through modelling, promoting and encouraging a culture that embraces the values of the organisation, a positive "can do" attitude and approach in interactions with internal managers and staff, customers and all stakeholders.

Position Description

Key Challenges

1. Managing consultations and negotiations with diverse stakeholders, within agreed timelines, given their varying expectations, viewpoints and interests.
2. Achieving project deadlines and milestones to the required standards and within budget, given the need to simultaneously coordinate and deliver multiple projects which are often complex and interconnected.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive guidance and provide regular updates on issues and priorities; provide advice and contribute to decision making; identify emerging issues and their implications, propose solutions
2	Project Team	Guide, support, coach and mentor team members, work collaboratively to contribute to achieving team outcomes
3	Project Stakeholders	Provide expert advice on project related issues; report and provide updates on project progress; consult and collaborate to resolve issues, manage expectations and create solutions
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer Local Health Districts	Information and resource sharing, support, practice improvement
2	MoH, HETI, Consultants	Data, public sector cultural surveys, training delivery

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Proven experience in project management including working to timeframes, on time delivery and evaluation capability.
3. Excellent communication, negotiation and partnership building skills.
4. Evidence of ability to extract information from systems and collate large amounts of data to synthesise succinct and meaningful reports and recommendations.
5. Demonstrated commitment to leading for the highest quality of customer service, working in partnership with clients and stakeholders to create workable solutions.
6. Proven organisational skills, including managing multiple meetings and relevant documentation and follow up.
7. Problem solver able to make and facilitate decisions working autonomously and as a part of a multidisciplinary team.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Safety Advisor
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	<p>Provide analysis on Work Health and Safety (WHS) performance across Southern NSW Local Health District (SNSWLHD), including the identification of trends and emerging risks. Coordinate and inform SNSWLHD-wide safety initiatives to ensure compliance with strategic direction and relevant statutory requirements around safety management systems.</p>

Key Accountabilities

1. Analyse WHS performance data and prepare WHS reports across SNSWLHD to inform safety initiatives.
2. Coordinate SNSWLHD safety initiatives to ensure compliance with strategic direction and statutory requirements.
3. Provide WHS assistance, guidance, and support to SNSWLHD to ensure accurate and effective provision of safety advice and services.
4. Assist with the facilitation and/ or delivery of WHS training and education programs to build organisation-wide safety capability.
5. Participate in the continuing development of SNSWLHD's performance management system.
6. Promote and share WHS knowledge within SNSWLHD to maximise available resources.
7. Contribute to audit and risk processes that produce effective internal controls and governance for the safety function.

Key Challenges

1. Providing clear and accurate analysis, advice and reporting on WHS performance.
2. Providing solutions for identified WHS issues and monitoring their implementation and effectiveness.

Position Description

Key Relationships	
Who?	Why?
Internal Relationships	
1 Manager	Receive direction, escalate issues, share information and process navigation
2 Team	Facilitate meetings and communication, share information, coordinate workload
3 Managers, Senior Managers and other SNSWLHD Staff	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required; provide information on safety as required
Does this role routinely interact with external Stakeholders?	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
1 Peer LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Selection Criteria
<ol style="list-style-type: none"> Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. Detailed knowledge, experience and understanding of NSW Work Health and Safety legislation. Demonstrated experience in the collection and analysis of WHS performance data and the preparation of reports in line with performance. Demonstrated ability to audit WHS systems or current accreditation as an auditor of the NSW Health WHS Audit Tool, or eligibility to apply for accreditation. Relevant experience and demonstrated ability in identifying training needs, and the development and delivery of training to an adult workforce. Demonstrated high level written and verbal communication skills and interpersonal skills, including sound conflict resolution and negotiation skills, time management and computer skills. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Senior Manager Health, Safety and Return to Work
Award	Health Managers (State) Award
Position Classification	Proposed HSM 4 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and manage a team that delivers diverse and contemporary approaches and practices to build and implement a mature safety culture that will achieve organisational objectives, support a safe and healthy work environment and fulfil responsibilities related to injury management.

Key Accountabilities

1. Develop, implement and promote a safety culture so that all staff, volunteers, contractors, patients, and visitors are fully aware of their safety responsibilities, have knowledge of and ability to use the safety systems that are in place to carry out their work in a safe manner; and are confident that the environment that they enter ensures their safety
2. Lead, coach and mentor teams in the development of safety leadership skills and behavioural attributes to drive a resilient culture and continuously achieve better practice safety performance
3. Support a proactive risk ownership and management culture that identifies issues and implements effective and efficient solutions to manage Work, Health and Safety (WHS) risks so far as is reasonably practicable and provides WHS subject matter knowledge to support the analysis of safety reports, audit and inspection findings and strategies to systematise remedial actions for continuous improvement
4. Promote the reporting and analysis of lag and leading safety indicators; develop and lead strategies to embed systemic changes into business procedures and processes to strengthen risk control resilience and reduce incident rate and severity
5. Develop and implement frameworks, initiatives and processes across the organisation which underpin the effective management of incidents or injuries in the workplace and the rehabilitation of injured workers, consistent with agency policy
6. Ensure that appropriate governance arrangements and communication processes are in place to inform the Executive, managers, staff and volunteers of obligations and responsibilities under applicable legislation and regulations, and all relevant codes of practice
7. Lead, manage and plan to ensure effective and compliant utilisation of assets and resources including encouraging and supporting mobility, responsibility for budget/ financial performance, and compliance with governance, WHS and other requirements
8. Proactively lead and monitor all safety committees across the LHD, analysing outcomes and reporting to Tier 1 on effectiveness and suggestions for improvements

Position Description

Key Challenges

1. Advising on a safe and secure environment in line with legislation, codes, and standards given the organisational objectives and the requirements of its operational environment and developing and managing a robust safety committee and reporting structure
2. Achieving a balance between day to day operational compliance and regulatory demands with the need for a strategic focus on leading safety culture indicators, risk identification, mitigation and injury management
3. Developing, fostering and maintaining collaborative and productive relationships which overcome barriers to communication and information sharing within the organisation and with external partners to develop joint solutions and implement agreed actions.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Line Manager	Provide updates, advice, information and recommendations on WHS matters and Return to Work programs, projects and priorities; liaise to obtain strategic direction and guidance on sensitive matters; manage and escalate issues as appropriate
2	Team	Participate in meetings, share information, coordinate workload, provide advice and support; maintain effective working relationships to provide timely advice and recommendations on WHS and Return to Work matters
3	Chief Executive and Executive team	Seek and receive information, provide briefings, reports, advice and subject matter expertise, collaboratively contribute to organisational priorities; provide WHS and Return to Work advice, information and recommendations on policy, process and legislation
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	SafeWork NSW, Ministry of Health, Peer LHD's	Obtain information, guidance and advice, share ideas for best practice safety culture
2	Insurers	Create and maintain an effective relationship with the insurer to ensure claims are managed appropriately

Staffing

Direct Reports	3.00 FTE
Indirect Reports	1.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated behavioural and leadership capacity and capability that aligns with the vision and values of our organisation.
2. Senior level experience in safety management and culture, and/ or the delivery of WHS frameworks, strategies and initiatives, preferably in complex geographically dispersed organisations.
3. Demonstrated understanding of contemporary legislation, standards, codes and guidelines relating to work health safety and return to work, with the ability to interpret and apply this knowledge so that high level advice and innovation for the growth of organisational risk maturity can be provided.

Position Description

4. Well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to build constructive collaborative relationships.
5. Evidence of advanced organisational and time management skills when working in a high pressure environment with periods of heavy workload; with the ability to successfully manage workflow and competing demands to deliver client-focused outcomes.
6. Demonstrated ability to communicate, consult and negotiate effectively to understand and appraise different sources of information, make decisions and implement resolutions to meet organisational needs and objectives.
7. Demonstrated ability to lead a team of professionals in developing a robust safety culture across a geographically disperse and complex organisation.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Workers Compensation and Return to Work Partner
Award	Health Managers (State) Award
Position Classification	HSM 1
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide high level advice and support in managing employee injury management to facilitate managers, staff and the organisation meeting workforce and legal obligations.

Key Accountabilities

1. Coordinate workplace injury management services including the intervention, assessment, rehabilitation and implementation of return to work plans.
2. Oversee injury management programs to reduce the duration, cost and impact of workers compensation claims, and reduce workers compensation premiums.
3. Facilitate and inform planning, policy and position document development, position grading and job evaluation processes to create and maintain a sound, equitable and industrially complaint workplace and remuneration system.
4. Produce and deliver professional written materials including briefs, correspondence, submissions, registers and reports on issues involving policy, legislation and award interpretation to facilitate effective decision making with appropriate records management.
5. Identify, analyse, escalate and report significant workforce and legal issues and clearly communicate their business implications to the General Manager and executive to enable decision making, risk assessment and implementation of mitigation strategies.
6. Complete project work to enhance the achievement of key accountabilities.

Key Challenges

1. Fostering understanding and acceptance by managers of their workforce and corporate accountabilities and building workplace relations capacity across the organisation that facilitates the skills, knowledge and expertise to exercise and fulfil these.
2. Demonstrating resilience, persistence, negotiation and consultation when balancing the needs of a broad range of stakeholders with competing priorities to ensure the delivery of high quality, professional outcomes.

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders? <input type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2	Tribunals, Courts, Consultative Committees, Unions, Associations	Negotiation, share information, represent SNSWLHD

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

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

Selection Criteria	
1.	Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2.	Well-developed interpersonal, verbal and written communication, consultation and negotiation skills necessary to gather and share information and build and maintain effective collaborative relationships with a diverse range of stakeholders.
3.	Demonstrated experience in effectively managing injury and recovery at work management processes.
4.	Knowledge of contemporary statutory, legislative, policy and award requirements with the ability to apply these to the development, interpretation, implementation and monitoring of workforce and corporate management in the public health environment.
5.	Teamwork, analytical, problem solving, research and analysis skills.
6.	Evidence of time management capacity working in a complex and high volume environment, with the ability to successfully manage competing demands and deliver outcomes on time.
7.	Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Wellbeing Program Partner
Award	Health Managers (State) Award
Position Classification	Proposed HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Enhance, support and promote employee engagement through health and wellbeing in the workplace by coordinating and implementing a range of initiatives and programs that improve workplace engagement, resilience, coping skills and self-care.

Key Accountabilities

1. Identify key priorities in relation to the health, wellbeing and cultural safety of staff across SNSWLHD to inform wellbeing programs.
2. Develop and implement the SNSWLHD Wellbeing Framework, develop strategies, analysis relevant data, implement and promote solutions for relevant workplace priorities.
3. Develop strategies for managers and staff to understand, manage and improve personal and workplace wellbeing
4. Work with key stakeholders across the LHD to help educate leaders on the very real business case for wellbeing and gain sustainable support
5. Help build SNSWLHD culture, in line with Elevate and CORE values, through highlighting and celebrating wellbeing-orientated behaviours
6. Work with peers across NSW Health and other appropriate organisations to identify relevant best practice wellbeing strategies for SNSWLHD.

Key Challenges

1. Modelling, promoting and embedding a culture that embraces a positive attitude and approach towards Wellbeing.
2. Demonstrating resilience and persistence in balancing competing demands.
3. Measuring the effectiveness of wellbeing strategies to develop resilience and a healthier workforce.
4. Engaging managers and staff through using change leadership and experience to build a positive wellbeing culture in a complex environment.

Position Description

Key Relationships		
	Who?	Why?
Internal Relationships		
1	Line Manager	Receive direction, escalate issues and share information; liaise to obtain strategic direction and guidance; manage and escalate issues as appropriate
2	Team	Participate in meetings, share information, coordinate workload, provide advice and support; maintain effective working relationships to provide timely advice and recommendations
3	Managers, Senior Managers	Seek and receive information, provide briefings, reports, advice and subject matter expertise, collaboratively contribute to organisational priorities
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer LHDs, Ministry of Health, Contractors, Consultants, Local Government Agencies	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
<ol style="list-style-type: none"> Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Selection Criteria
<ol style="list-style-type: none"> Demonstrated behavioural and leadership capacity and capability that align with the vision and values of our organisation. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience. Proven experience delivering successful and effective employee wellbeing programs, designed to deliver resilience including physical, emotional and mental wellbeing to a broad range of staff and managers. Well-developed interpersonal, verbal and written communication skills. Ability to build rapport, establish and maintain positive and constructive relationships with internal and external stakeholders. Ability to critically analyse information and present recommendations of the most appropriate solution. Deliver high level focus on customer service and engagement. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required.

Position Description



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Role Details

Position Title	Workplace Behaviour and Culture Partner
Award	Health Managers (State) Award
Position Classification	HSM 2 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Develop, implement and monitor a robust workplace behaviour and culture framework which fosters a professional, productive, safe, respectful and positive work environment. This role coordinates strategies and initiatives that promote zero tolerance to bullying, increased employee job satisfaction, reduced cost of employee absence, improved workplace harmony, and enhanced effective organisational communication, engagement and commitment.

Key Accountabilities

1. Provide authoritative advice, support and guidance to senior staff, managers and business partners on specific workplace behaviour and culture matters including but not limited to best practice positive and respectful workplace strategies, team building and incident management.
2. Oversee, implement and monitor the People Matter Employee Survey (PMES) and working with clusters and directorates develop, implement and monitor programs to address areas of improvement across Southern NSW Local Health District (SNSWLHD).
3. Monitor and report on PMES results and trends year on year, developing strategies for improvement in employee engagement.
4. Design and deliver tools for managers and use facilitated discussions, coaching, mediation and self-resolution pathways to enable conflict resolution.
5. Identify, develop, distribute and evaluate materials, consultancy and training to build organisational capacity, supporting managers and people partners in the prevention and management of unacceptable behaviours.
6. Develop and coordinate reward and recognition programs across the organisation that promote workplace giving, positive culture and loyalty.
7. Complete project work, collaborate and represent the organisation in a range of forums such as the Ministry of Health Workplace Behaviour Advisor network meetings.
8. Work with key peers and external providers to implement change management and culture programs utilising change management principles across the district to support embedding of district wide projects.

Key Challenges

Position Description

1. Understanding the issues and exercising judgement when providing advice, coaching and education matters, particularly in light of potential industrial and legal outcomes of processes
2. Managing consultation, negotiations and cross network partnership relationships and related issues with a wide range of stakeholders
3. Developing and maintaining collaborative alignment with strategic goals and with key stakeholders, meeting demands for information and advice against short deadlines and high volume workloads

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Peer Local Health Districts	Information and resource sharing, support, practice improvement
2	MoH, HETI, external consultants	Data, public sector cultural surveys, training delivery

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.
2. Well-developed interpersonal, verbal and written communication, consultation, negotiation and problem solving skills necessary to build and maintain collaborative relationships with a diverse range of stakeholders.
3. Demonstrated knowledge, experience and understanding of workplace behaviour and cultural programs.
4. Demonstrated knowledge of change management principles to support both people and culture building.
5. Demonstrated excellence in analytical skills including the ability to identify, develop and implement specific learning principles and training programs.
6. Highly developed and effective conflict resolution and management skills.
7. Capacity to produce professional written materials including plans, analysis, reports and recommendations to inform decision making.
8. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details

Position Title	Recruitment Manager
Award	Health Managers (State) Award
Position Classification	Proposed HSM 1 (subject to grading)
Stafflink position number	New position
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Manages recruitment activities for Southern NSW Local Health District (SNSWLHD) to ensure the right people, with the right skills are recruited in a timely manner to meet workforce requirements.

Key Accountabilities

1. Manage recruitment processes for designated grouping (Medical, Clinical, Professional, Administrative staff).
2. Provide exemplary customer service when dealing with managers to improve customer experience and satisfaction.
3. Assist to ensure recruitment policies and business processes are adhered to.
4. Assist to lead best practice recruitment processes and identify opportunities to improve the effectiveness and efficiencies of the system to ensure timely recruitment of successful candidates and potential cost savings for the organisation.
5. Manage and maintain records and processes including databases, files and reports in line with policy, best practice and legislation to meet compliance obligations and ensure information is appropriately recorded, retained and available.

Key Challenges

1. Delivering recruitment excellence in health to meet or exceed identified performance measures while managing multiple recruitment activities across a number of facilities in a geographically disperse District.
2. Providing high levels of customer service in engaging with recruiting managers and candidates in a timely manner.
3. Influencing hiring managers to comply with policy in a complex environment.

Position Description

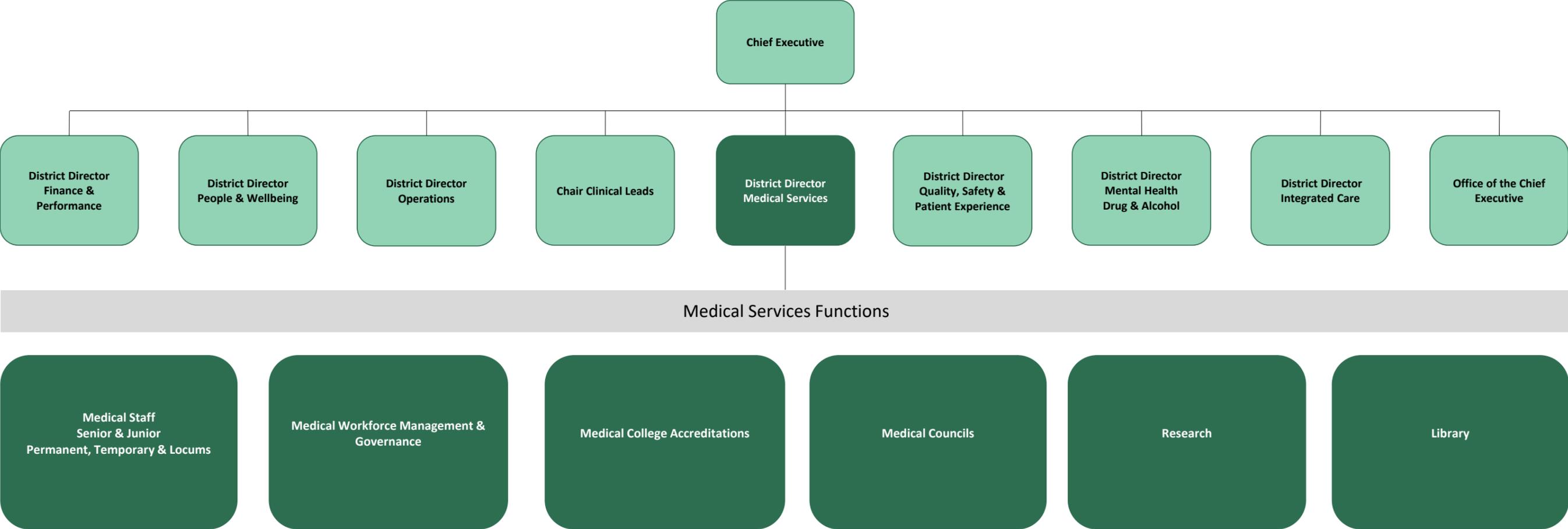
Key Relationships		
	Who?	Why?
Internal Relationships		
1	Manager	Receive direction, escalate issues, share information and process navigation
2	Team	Facilitate meetings and communication, share information, coordinate workload
3	Managers, Senior Managers	Receive enquiries, share information, provide advice, education and process navigation, act as secretariat for committees, groups and meetings as required
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Other LHDs, Ministry of Health, Contractors, Consultants	Obtain subject matter expertise, share information, provide and receive advice, planning and collaboration
2	Candidates	First point of contact for candidates with LHD, ensuring candidate experience is positive for all applicants

Staffing	
Direct Reports	1.00 FTE
Indirect Reports	0.00 FTE

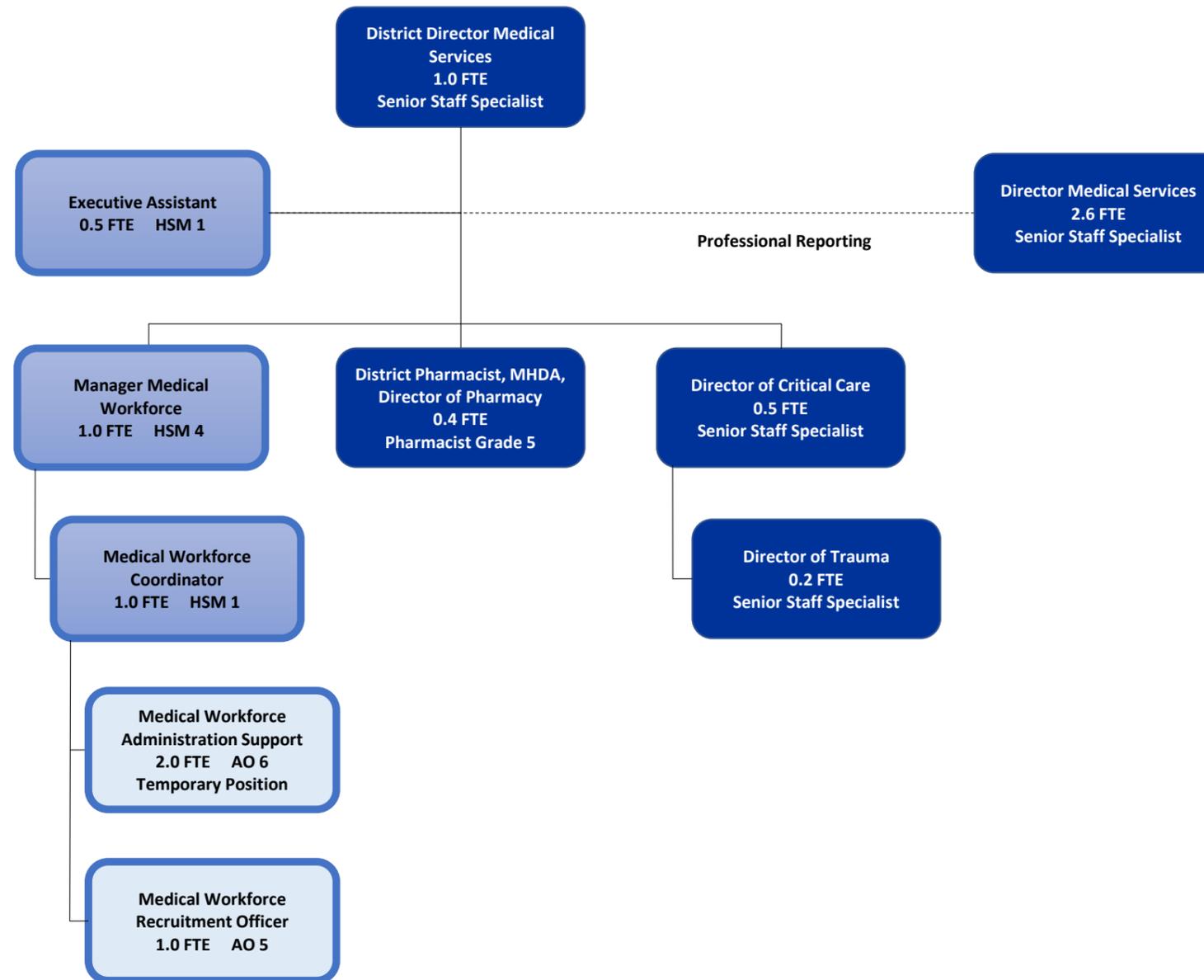
Essential Requirements	
1. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.	

Selection Criteria	
1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience.	
2. Demonstrated ability to understand and implement HR policies and procedures in accordance with relevant policy and legislation.	
3. Demonstrated developed interpersonal, communication and problem solving skills.	
4. Demonstrated ability to complete tasks to agreed timeframes in a complex environment.	
5. Demonstrated experience in a complex recruitment environment, working with a variety of software and database systems.	
6. Demonstrated well developed analytical and problem solving skills including interpretation of complex data.	
7. Demonstrated commitment to customer service principles and develop relationships with internal and external stakeholders.	
8. Evidence of a current unrestricted drivers' licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.	

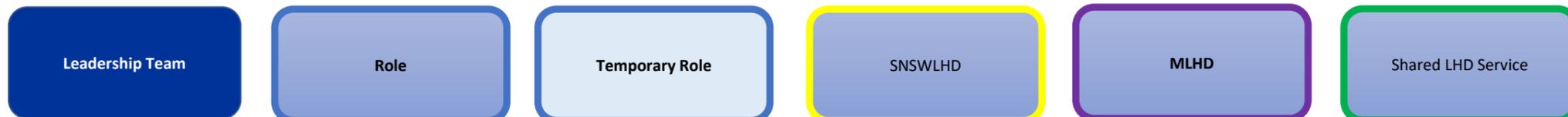
Proposed Medical Services Functions 20/08/2020



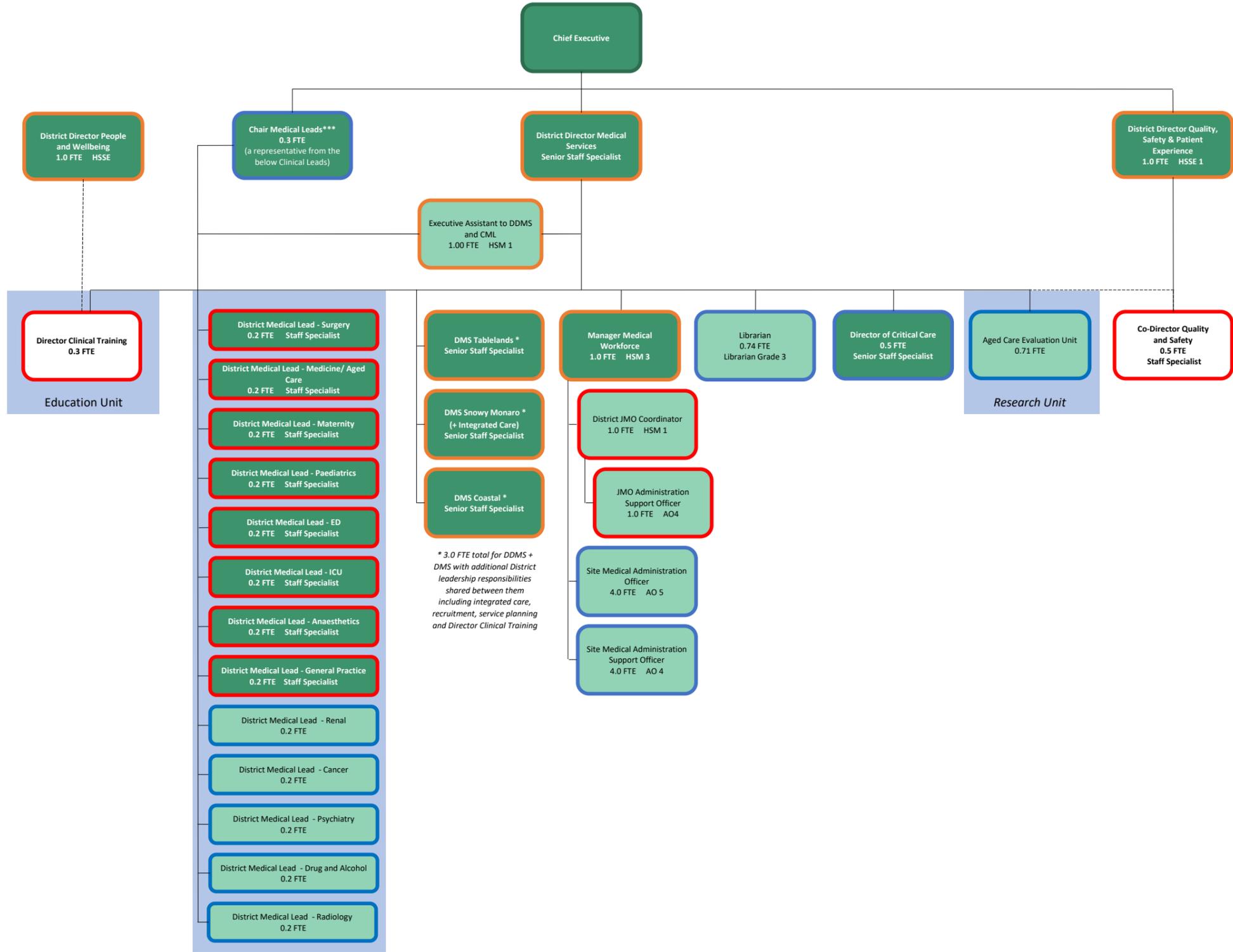
Current Medical Services Structure 19/06/2020



Key:



Proposed Medical Services Structure 20/08/2020



** Drug & Alcohol Clinical Director and Mental Health Clinical Director (Psychiatry) roles are existing LHD Clinical Lead roles
 *** Chair Medical Leads may be held by one of the Medical Leads, which would be 0.5 FTE inclusive of Medical Lead role and Chair role
 **** +2.6 FTE District Medical Leads, +0.3 FTE Chair Medical Leads, +0.5 FTE Co-Director Quality and Safety

Key:



Proposed Impacted Position List – Medical Services

Role Type	Position	Grade	Nature of Change	Comments
Snr Staff Specialist	District Director Medical Services	Snr Staff Specialist	Change to accountabilities	
Health Manager	Executive Assistant	HSM 1	Change to accountabilities, FTE increase from 0.5 to 1.0	Role to assist DDMS and Chair Medical Lead
Snr Staff Specialist	Director Medical Services	Snr Staff Specialist	FTE decrease from 2.6 to 2.0	
Snr Staff Specialist	Director Trauma	Snr Staff Specialist	Position to be phased out by December 2020	Vacant position
Health Manager	Manager Medical Workforce	HSM 4	Significantly amended role to be in place by December 2020	
Health Manager	Medical Workforce Coordinator	HSM 1	Significantly amended role to be in place by December 2020	Change to District JMO Co-ordinator
Health Administrative Staff	Medical Workforce Administration Support	AO 6	Position to be phased out by December 2020	
Health Administrative Staff	Medical Workforce Recruitment Officer	AO 5	Significantly amended role to be in place by December 2020	Change to JMO Administration Support Officer
Librarian	Librarian	Lib Grade 3	Change to reporting line	Moving from People and Performance to Medical Services
Health Administrative Staff	Library Services Administration Officer	AO 3	Position to be phased out by December 2020	Vacant position
Pharmacy	District Pharmacist	Grade 5	Role responsibilities transferred to Operations	
Psychology	Aged Care Evaluation Unit (ACEU) Psychologist	Clinical Psychologist	Role responsibilities transferred from Mental Health Drug and Alcohol	
Health Administrative Staff	Site Medical Administration Support Officers (4.0FTE)	AO 4	Role responsibilities transferred from Operations	4.0 FTE to be transferred
Health Administrative Staff	Site Medical Administration Officers (4.0FTE)	AO 5	Role responsibilities transferred from Operations	4.0 FTE to be transferred

Position Description Proposed



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Role Details

Position Title	Chair LHD Medical Leads
Award	VMO/Staff specialist
Position Classification	Senior specialist
Stafflink position number	New Role
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The position is responsible for leading Southern NSW Local Health District (SNSWLHD) “speciality/stream” medical leaders who provide expert medical advice, leadership and management in clinical policy and practice, quality and safety, strategic planning and workforce development. It also sits on SNSWLHD Executive and provides advice and functions as part of that team.

Key Accountabilities

1. Lead the group of SNSWLHD medical leads to provide expert medical advice, leadership and management and provide advice to the Executive Leadership Team.
2. Provide high level and strategic clinical advice to the SNSWLHD Board and Executive.
3. Work collaboratively with the other SNSWLHD medical leads to assist with the development, implementation and evaluation of patient safety and quality programs.
4. Providing coaching and mentoring support for the other SNSWLHD medical leads and other medical clinicians and teams in managing and improving clinical services.
5. Chair SNSWLHD Clinical Council to assist in ensuring it meets priority directions for improving local and SNSWLHD performance and patient outcomes.
6. Contribute to service development and workforce planning initiatives. Collaborate with other medical leads SNSWLHD and other LHDs, including ACT Health, to progress the development, refinement and co-ordination of service planning and delivery and systems to ensure excellence in clinical care.
7. Assist with strategic coordination and implementation of medical education, training and research across SNSWLHD.
8. Develop and maintain strong and effective stakeholder relationships through strong clinical leadership and engagement.
9. Supporting SNSWLHD’s commitment to clinical engagement strategies including listening to the other medical leads and relating these learnings to the Executive Leadership Team.

Position Description Proposed

Key Challenges

1. The creation and implementation of effective medical advice, leadership and management by SNSWLHD medical leads.
2. Working positively, professionally, flexibly and effectively with other medical leads across SNSWLHD to meet timeframes and achieve outcomes.
3. Providing effective advice to and functioning effectively as part of SNSWLHD's Executive Leadership Team.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, keep informed, advise and receive key priorities, provide high level reports
2	Team	Direct priorities, monitor achievements and progress, share information, provide advice and assist with resolution of issues, build capacity and capability within the team
3	Senior Staff, Managers, People Partners	Inspire, guide, support and motivate managers and clinicians at all levels, provide direction and information, receive information and enquiries and resolve issues and provide subject matter expertise. Enhance efficiency and quality of service to end users.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.
3. Existing appointment as SNSWLHD Medical Lead.

Selection Criteria

1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Existing appointment as SNSWLHD Medical Lead.
3. Demonstrated experience in clinical leadership and management.
4. Good analytical and strategic policy skills, including the ability to develop creative, yet practical solutions to problems.
5. Very good influencing skills
6. Demonstrated interpersonal, communication, consultation, negotiation and networking skills necessary to build and maintain collaborative relationships.
7. High level experience in medical education, training and research.
8. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.

Position Description



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Role Details

Position Title	Co-Director Quality and Safety
Award	VMO/Staff Specialist
Position Classification	Staff Specialist
Stafflink position number	New Role
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The position is responsible for leading the engagement of medical staff in clinical governance systems and processes in order to advance the development of an organisational culture that prioritises patient safety and quality across Southern NSW Local Health District (SNSWLHD).

Key Accountabilities

1. Lead the overall engagement of the medical workforce in relation to ongoing improvement in clinical governance, patient safety, clinical risk and culture across SNSWLHD to embed clinical governance practices in doctors' ongoing clinical activity.
2. Lead colleagues to use data and best available evidence to guide and drive quality and improvement across SNSWLHD.
3. Provide high level and strategic advice (including reports) to SNSWLHD Board, Executive, Senior Managers and clinicians in relation to risk, clinical safety, quality and improvement reflecting contemporary practice through establishing and maintaining effective networks, communication to ensure maintenance of strong key stakeholder relationships across SNSWLHD and NSW Health.
4. Work collaboratively with managers and clinicians to lead the rollout of patient safety and quality programs/policies from the Ministry of Health and Pillars that require medical leadership and engagement to support patient safety and quality.
5. Provide ongoing support for SNSWLHD Clinical Council ensuring it meets priority directions for improving performance and patient outcomes.
6. Oversight and contribute to the effective functioning of clinical governance systems and processes that require medical leadership to achieve improved governance and patient safety outcomes.
7. Lead the strategic coordination of medical education and training relating to the National Standards and other key safety programs ensuring capacity, knowledge and skills are developed in managing patient safety and quality improvements.
8. Respond and coordinate Health Care Complaints Commission and medico-legal requests requiring medical input ensuring responses are timely and meet organisational requirements.

Position Description

Key Challenges

1. The creation and implementation of effective engagement and change management practices with the medical workforce in relation to clinical governance systems and programs
2. Working positively, professionally, flexibly and effectively with managers, medical and nursing staff across SNSWLHD and a range of high level external providers to meet timeframes, achieve outcomes and represent SNSWLHD positively and well.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, keep informed, advise and receive key priorities, provide high level reports
2	Team	Direct priorities, monitor achievements and progress, share information, provide advice and assist with resolution of issues, build capacity and capability within the team
3	Senior Staff, Managers, People Partners	Inspire, guide, support and motivate managers and clinicians at all levels, provide direction and information, receive information and enquiries and resolve issues and provide subject matter expertise. Enhance efficiency and quality of service to end users.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	NSW Ministry of Health and Pillars (CEC, ACI)	Communicate with, receive regular updates from, participate in regular meetings, provides advice. Liaise with CEC/ACI stakeholders regarding the implementation of specific programs for improvement within the LHD Contribute to the development of statewide programs and initiatives
2	NSW Health Legal & Regulatory Service and Insurance, NSW Health Care Complaints Service	Liaise regarding health liability claims, coronial matters and complaints

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA).
2. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.

Selection Criteria

1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA).
2. Demonstrated achievement in, and understanding of, frameworks, programs and policies for managing patient safety and quality, clinical governance and clinical improvement with particular focus on improving systems relating to clinical outcomes; clinical audits; peer review; morbidity and mortality.

Position Description

3. Demonstrated excellent clinical leadership and management experience and knowledge at a senior level with a proven record of achievement in a large organisation.
4. Demonstrated highly developed interpersonal, written and verbal communication, consultation and negotiation skills necessary to build and maintain collaborative relationships with a diverse range of stakeholders, with capacity to produce high level written documents for the LHD and proven ability to influence others to support patient safety and quality outcomes.
5. Proven capability to engage with the medical workforce to lead the development of processes to embed clinical governance practices in doctors' ongoing clinical activity.
6. Proven capability to contribute to and implement strategic initiatives including the capacity to plan, assist in managing change and improving performance in the health setting.
7. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.

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Role Details

Position Title	Director Medical Services
Award	
Position Classification	
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	<p>The Director Medical Services, works closely with the Network General Manager and Director of Nursing and Midwifery to lead safe, effective and efficient patient care through high level medical administration input including: management of clinical services; participation in clinical governance with a focus on medical workforce education; and medical service management.</p> <p>The Director promotes a productive working relationship with pharmacy and imaging services within the network and pathology providers to ensure co-ordinated, effective patient care.</p>

Key Accountabilities

1. Financial and Health Service Performance Management
2. Medical Human Resource Management
3. Clinical Governance Management
4. Service Development and Planning
5. Development of Teaching and Research
6. Demonstration of Executive Leadership
7. Management of the interface with primary care services
8. Relationship management between the relevant District facility and Tertiary Hospitals
9. Management of relationship with relevant Tertiary Institutions
10. Oversight of pharmacy and imaging services and liaison with pathology providers

Key Challenges

1. Develop the medical workforce and improve the medical workplace culture by demonstrating ethical standards, improving medical engagement and developing medical leadership.

Position Description

2. Lead the development of a comprehensive clinical audit/peer review system and co-lead any redevelopment/improved models of care/service development.
3. Achieve Emergency Department Patient Flow and Surgical Waiting list targets and ensure operation within budget allocation.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	General Manager, Executive Team and District Director Medical Services	Provide expert clinical services advice to General Manager and share accountability for medical services; work collaboratively with the Executive Team; receive professional direction from the District Director Medical Services
2	Medical officers, other healthcare professionals and clinical governance staff	Manage, lead, advocate for medical staff, facilitate management and leadership for other clinical staff and work in partnership across clinical governance activities
3	Medical administration	Liaise over administrative, contractual, remuneration and other matters to assist with the provision of efficient and effective clinical services

Does this role routinely interact with external Stakeholders?

Yes No

1	Tertiary Hospitals/Institutions	Develop models of care and clinical audit, teaching and research, and establish academic posts through the health service.
2	HETI/Ministry of Health/Pillars/Colleges	Develop and maintain relationships between these stakeholders and the health service.

Staffing

Direct Reports	4.00 FTE TBC
Indirect Reports	0.00 FTE

Essential Requirements

1. Current registration as a medical doctor with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Fellowship of the Royal Australasian College of Medical Administrators (FRACMA) or FRACMA trainee or equivalent
3. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.

Selection Criteria

1. Current registration as a medical doctor with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Fellowship of the Royal Australasian College of Medical Administrators or FRACMA trainee or equivalent
3. Demonstrated high level communication, consultation, negotiation and teamwork skills across the full range of stakeholders
4. Demonstrated leadership skills
5. Superior understanding and high level of achievement related to the development of contemporary medical management systems, policies and processes

Position Description

6. Demonstrated achievement in clinical governance activities with particular focus on improving systems concerning clinical outcomes; clinical audits; peer review; morbidity and mortality
7. Track record in sound financial management including application of activity based funding to clinical and financial performance and achievement across a range of performance measures particularly Elective Surgery Access Performance (ESAP) and Emergency Treatment Performance (ETP) targets
8. Evidence of leadership in medical workforce development and planning including senior medical appointments and credentialing
9. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances

Position Description



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Role Details

Position Title	Junior Medical Officer (JMO) Administration Support Officer
Award	Health Employees Administrative Staff (State) Award
Position Classification	Administration Officer 4 (to be confirmed)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Vaccination Risk Category	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	The Junior Medical Officer (JMO) Administration Support Officer is responsible for providing medical administration support services to the team/department to support the achievement of the unit/department outcomes.

Key Accountabilities

1. Provide high level administration support throughout the staff lifecycle such as recruitment, induction, leave management, rostering, payroll and exit to meet workload through appropriate staffing levels.
2. Utilise organisational skills, initiative and judgement to set priorities and manage workflows with limited direction using established principles, techniques and methods to support the service delivery of the unit/department and ensure all activities and tasks are completed in accordance with their identified urgency and priority.
3. Provide excellent, professional customer service to share information and build relationships that positively promote the organisation to attract a skilled medical workforce contributing to a culture of quality improvement creating an attractive place to work.
4. Prepare documents and assist with the interpretation of policy and provision of training and advice for all medical administration activities to support the service delivery of the unit/department.

Key Challenges

1. Managing competing priorities collaboratively meeting strict deadlines in a demanding, complex work environment.
2. Utilising judgement and initiative to provide high level administrative support and customer service.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction/professional support, share information and escalate issues as required

Position Description

2	Medical Workforce Unit staff	Share information, prioritise processes and coordinate workload
3	Staff, Managers, Medical Officers	Receive enquiries, provide information
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	My Health Learning, Ministry of Health, HealthShare, Professional Regulatory Agencies	Facilitate receiving and responding to correspondence.
2	Agencies, Service Providers, Consultants	Receive and provide information

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated experience in Administrative/Clerical functions with ability to understand and interpret policies, procedures and awards.
2. Sound knowledge of Microsoft Office suite and relevant industry specific software programs, including rostering systems.
3. Proven organisational and time management skills with the ability to meet deadlines and manage competing demands in an often reactive environment.
4. Demonstrated ability to work with minimal supervision with proven ability to be flexible in attaining work goals and work as an effective team member.
5. Demonstrated excellent customer service skills with proven verbal and written skills.
6. Excellent communication and interpersonal skills.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	District Junior Medical Officers (JMOs) Coordinator
Award	Health Manager (State) Award
Position Classification	Health Manager Level 1
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The District Junior Medical Officers Coordinator is responsibility for all aspects of JMO engagement education, training, accreditation and administrative processes within the Southern NSW Local Health District (SNSWLHD).

Key Accountabilities
<ol style="list-style-type: none"> 1. Provide leadership, guidance and direction in Junior Medical Officer (JMO) staff matters. 2. Responsible for the provision of effective and efficient accreditation processes and reporting requirements ensuring compliance with NSW Health, Health Education Training Institute (HETI), (Canberra Region Medical Education Council) (CRMEC) related Colleges and Medical Board requirements. 3. Facilitate workshop and meeting planning, engaging with both internal and external stakeholders. 4. Support Medical Administration staff at SNSWLHD facilities with any JMO issues, including on boarding, rostering, pay matters, health and wellbeing, and supervision. 5. Work with Directors of Medical Services (DMS) to look for opportunities and apply for funding to support JMOs and work collaboratively with the Medical Workforce team, ACT Health and other NSW Local Health Districts to support JMOs on rotation and lead the Service Level Agreement for JMOs on rotation from ACT Health. 6. Manage and coordinate the annual NSW Health JMO recruitment campaign and participate on selection committees and represent the LHD and participate in NSW Health and other JMO meetings where required. 7. Provide support to facility medical administration staff responsible for JMO administration, Directors of Prevocational Education and Training (DPETS) and DMS regarding orientation and education and training of JMOs in SNSWLHD hospitals. 8. Assist DMS and Management with clinical incidents, professional and or behavioural incidents as appropriate and in line with NSW Health Policy requirements and other JMO related projects as requested by the Manager Medical Workforce.

Position Description

Key Challenges

1. Competing everyday tasks, demands and priorities to ensure deadlines are met and reporting is completed.
2. Difficulties with recruiting suitable Junior Medical Staff within the District.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction/professional support, share information and escalate issues as required
2	Directors of Medical Services	Work collaboratively to structure daily JMO planning and workforce needs.
3	Facility Medical Administration Staff	Work collaboratively to resolve JMO issues.
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Health Education Training Institute (HETI), Canberra Region Medical Education Council (CRMEC), Colleges, other NSW Health LHDs, ACT Health	Maintain effective relationships and ongoing partnerships.

Staffing

Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements

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

Selection Criteria

1. Demonstrated evidence working with Junior Medical Officers or in a Medical Workforce health environment and experience and understanding of accreditation, education, training and supervision requirements for Junior Medical staff.
2. Ability to make complex judgements and take initiative in negotiation and conflict management.
3. Workforce project and planning experience relating to mapping of Junior Medical Officer training positions and education and training requirements.
4. Ability to develop and maintain strong professional relationships with key external stakeholders, including, HETI, CRMEC, Colleges and other tertiary facilities.
5. Demonstrated commitment to quality improvement, teaching and continuing medical education.
6. High level (verbal and written) communication and interpersonal skills and a high level of computer skills.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

Position Description



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Role Details	
Position Title	LHD "Speciality/Stream" Medical Leader
Award	TBC
Position Classification	TBC
Stafflink position number	New Role
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input checked="" type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input type="checkbox"/> Category B
Primary Purpose of role	The position is responsible for leading Southern NSW Local Health District (SNSWLHD) medical staff across relevant medical specialities to provide expert medical advice, leadership and management in clinical policy and practice, quality and safety, strategic planning and workforce development.

Key Accountabilities	
<ol style="list-style-type: none"> 1. Lead a group of speciality senior medical clinicians to provide expert medical advice, leadership and management 2. Provide high level and strategic clinical advice to the LHD Board, Executive, LHD Senior Managers and clinicians 3. Work collaboratively with LHD managers and clinicians to assist with the development, implementation and evaluation of patient safety and quality programs including providing expert advice and input into clinical policy and guidance as well as assist in managing incidents, harms, individual and systems issues across the relevant specialities 4. Providing coaching and mentoring support for other clinicians and teams in managing and improving clinical services including quality improvement. This may require site visits across SNSWLHD as well as virtual support 5. Active participation in the LHD Clinical Council to assist in ensuring it meets LHD priority directions for improving local and LHD performance and patient outcomes 6. Contribute to service development and workforce planning initiatives. Collaborate with other medical leaders and managers in SNSWLHD and other LHDs including ACT Health to progress the development, refinement and co-ordination of service planning and delivery and systems to ensure excellence in clinical care 7. Assist with strategic coordination and implementation of medical education, training and research across the LHD 8. Develop and maintain strong and effective stakeholder relationships through strong clinical leadership and engagement. Develop and sustain networks with clinicians, professional colleges, health industry, government, consumer and academic bodies to enhance the profile, influence and effectiveness of the SNSWLHD. 	

Position Description

9. Championing the use of data and best available evidence to guide decision making related to service delivery.
10. Supporting the LHD's commitment to clinical engagement strategies including listening to clinician colleagues and relating these learnings to LHD Management.

Key Challenges

1. The creation and implementation of effective medical advice, leadership and management by medical clinicians.
2. Working positively, professionally, flexibly and effectively with senior medical staff and managers across SNSWLHD to meet timeframes and achieve outcomes.
3. Engaging and facilitating capability by senior medical staff across SNSWLHD for improvement and safety work.

Key Relationships

<i>Who?</i>		<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues, keep informed, advise and receive key priorities, provide high level reports
2	Team	Direct priorities, monitor achievements and progress, share information, provide advice and assist with resolution of issues, build capacity and capability within the team
3	Senior Staff, Managers, People Partners	Inspire, guide, support and motivate managers and clinicians at all levels, provide direction and information, receive information and enquiries and resolve issues and provide subject matter expertise. Enhance efficiency and quality of service to end users.
Does this role routinely interact with external Stakeholders? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		

Staffing

Direct Reports	0.00 FTE TBC
Indirect Reports	0.00 FTE

Essential Requirements

1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.

Selection Criteria

1. Medical registration with the Australian Health Practitioners Regulation Agency (AHPRA)
2. Experience in and understanding of frameworks for managing patient safety and quality, and clinical improvement.
3. Proven ability to deliver effective patient care as a senior medical clinician in the relevant specialty.
4. Experience in clinical leadership and management.
5. Good analytical and problem solving skills, including the ability to develop creative, yet practical solutions.
6. Experience in service planning and development and in workforce planning.

Position Description

7. Demonstrated interpersonal, communication, consultation and negotiation skills necessary to build and maintain collaborative relationships.
8. Experience in medical education, training and research.
9. Evidence of a Class C Drivers Licence and the ability and the ability and willingness to travel for work purposes. This may involve travelling long distances.

Position Description



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Role Details

Position Title	VMO Accounts/Creditor Officer
Award	Health Employees Administrative Staff (State) Award
Position Classification	Proposed Administrative Officer Level 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Provide support services for all aspects of creditor/ VMO accounts and administration processes to ensure timely data capture and accurate records to meet financial management requirements.

Key Accountabilities

1. Provide excellent customer service when dealing with staff, medical officers and service providers to improve customer experience and satisfaction
2. Undertake end to end creditor activities including collection, batching, ensuring appropriate approval/receipt signature and follow up with department managers to ensure all invoices are received, entered and reconciled
3. Liaise with Hospital Auxiliary, department managers and suppliers regarding their Special Purpose & Trust (SP&T) account to ensure that the account remains either in "credit" or "nil" balance on a monthly basis
4. Undertake VMO account activities including pre-payment checks, VMoney claims, audits and reports to ensure efficient and effective payment of medical officers for their services
5. Assist with managing and maintaining records and records management systems and processes including data entry, audit and reports to meet the operational need of the team and the services

Key Challenges

1. Managing competing priorities to meet deadlines in a demanding, complex work environment
2. Communicating effectively with medical officers and other staff to provide high level administrative support and customer service

Position Description

Key Relationships		
	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Manager	Receive direction, escalate issues and share information
2	Team Members, Multidisciplinary Team Members	Receive enquiries, share information, coordinate workload, build relationships
3	Medical Officers	Building relationships, process navigation, share information, respond to queries and resolve issues
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Service Providers (e.g. ACT Pathology, V Money, HealthShare)	Ensure the provision of a customer focused service, respond to queries and resolve issues

Staffing	
Direct Reports	0.00 FTE
Indirect Reports	0.00 FTE

Essential Requirements
1. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required

Selection Criteria
1. Demonstrated knowledge of accounting processes and ability to process and prepare monthly accruals
2. Well-developed interpersonal, verbal and written communication and negotiation skills necessary to build and maintain collaborative relationships with a diverse range of health professionals and stakeholders
3. Demonstrated comprehensive and proven accurate data entry skills including financial and patient records with experience in Microsoft Office (specifically Excel), databases and ICT infrastructure
4. Demonstrated ability to utilise initiative, organisational and problem solving skills to manage workflows and anticipate and meet the needs of management with limited direction
5. Ability to work independently and as part of a team
6. Demonstrated ability to provide a broad range of administrative services to support the effective operation of the administration team
7. Evidence of a current, unrestricted class C driver's licence. Ability and willingness to travel for work purposes. This may involve driving long distances and overnight stays as required

Position Description



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Role Details

Position Title	Manager Medical Workforce Unit
Award	Health Managers (State) Award
Position Classification	HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and develop the provision of a specialised medical workforce function which coordinates and integrates services, credentialing, guidance and advice for medical staff to optimise and deliver a skilled and engaged medical workforce to meet the organisations current and future needs.

Key Accountabilities

1. Develop and implement the organisation's medical workforce plan and strategy, communicate expectations and obligations, and monitor and report on performance to improve medical workforce outcomes including retention of appropriate number and mix of staff .
2. Establish and maintain collaborative and customer focused internal and external relationships to support coordinated service provision to all medical staff including junior medical staff cohort.
3. Lead and coach the medical workforce team to manage medical and dental workforce processes including the ongoing review and implementation of practices, policies and procedures and transactional activities such as contracts, visa/ immigration and VMoney.
4. Provide coordination and secretariat support as required to the Medical and Dental Appointment Advisory Committee (MDAAC) to enable the appointment of medical staff.
5. Provide high level guidance, support and advice to medical leaders and senior managers matters such as credentialing, compliance, complaints and medical administration; responding to emerging issues to achieve effective resolution with minimal risk to the organisation.
6. Oversee and grow a dynamic junior medical workforce engagement program to improve education and development opportunities for medical students and create pathways for employment entry.
7. Monitor and evaluate the performance of the medical workforce function and programs of work, provide detailed and reliable analysis to support decision making and identify opportunities for development of new initiatives and resource focus.
8. Lead and/ or contribute to projects which support the achievement of organisation level strategic and operational objectives.

Position Description

Key Challenges

1. Ability to quickly assess and balance multiple competing factors regarding the demands of medical and LHD staff in the context of high pressure activities.
2. Guiding and supporting managers through efficient and effective processes and policies to build and maintain quality and informed decisions and relationships while meeting team objectives and deadlines.

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction, organisational vision and priorities, escalate issues and share information; liaise to obtain strategic direction and guidance
2	Work Team	Direct and inspire team, provide advice, coaching and support, build specialist capability and productive relationships
3	Medical Practitioners, Managers and Staff	Provide sound, reliable, specialist medical workforce advice, assist with solving issues, create synergy and build productive relationships
4	People and Wellbeing Directorate	Work closely with Directorate to ensure alignment with LHD initiatives and legislative/award requirements
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Medical/ Dental Practitioner Candidates and Staff	Ensure effective and customer focused two-way communication, provide a specialist service as the 'one stop shop' for support guidance and advice to medical staff, provide conduit for accessing other services within the organisation such as recruitment, education, payroll.
2	Ministry of Health, Peer LHDs	Establish effective networks to enable benchmarking, monitoring of trends, collaboration and sharing of ideas, learnings and information.

Staffing

Direct Reports	5.0 FTE TBC
Indirect Reports	0.0 FTE TBC

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience in human resource/recruitment field.
2. Demonstrated management and leadership experience with ability to contextualise within the health setting.
3. Excellent written and oral communication skills, with demonstrated research and analysis capability
4. Demonstrated ability to build strong and productive relationships with stakeholders including medical practitioners, Executive teams, facility managers and other internal and external stakeholders.
5. Demonstrated high level organisational and project management skills.
6. High level negotiation and conflict resolution skills.
7. Evidence of a current unrestricted driver's licence and the ability to maintain. Ability and willingness to drive/travel as the role requires. This may involve driving long distances and overnight stays.

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Role Details

Position Title	Manager Medical Workforce Unit
Award	Health Managers (State) Award
Position Classification	Proposed HSM 3 (subject to grading)
Stafflink position number	
Does this role manage or supervise others?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<u>Vaccination Risk Category</u>	<input type="checkbox"/> Category A <input type="checkbox"/> Category A High Risk <input checked="" type="checkbox"/> Category B
Primary Purpose of role	Lead and develop the provision of a specialised end-to-end medical workforce function which coordinates and integrates services, credentialing, guidance and advice for medical staff to optimise their employment experience and deliver a skilled and engaged medical workforce to meet the organisations current and future needs.

Key Accountabilities

1. Develop and implement the organisation's medical workforce plan and strategy, communicate expectations and obligations, and monitor and report on performance to improve medical workforce outcomes including recruitment and retention of appropriate number and mix of staff
2. Establish and maintain collaborative and customer-focused internal and external relationships to support coordinated end-to-end employee life cycle service provision to all medical staff including junior medical staff cohort
3. Independent day-to-day leadership and management of the Medical Workforce Unit staff and management of medical and dental workforce processes and procedures including the ongoing review of practices, policies and procedures and implementation throughout SNSWLHD
4. Provide coordination and secretariat support as required to the Medical and Dental Appointment Advisory Committee (MDAAC) to enable the appointment of medical staff
5. Provide high level guidance, support and advice to medical leaders and senior managers on human resources matters such as credentialing, compliance, award, complaints and medical administration; responding to emerging issues to achieve effective resolution with minimal risk to the organisation
6. Oversee and grow a dynamic junior medical workforce engagement program to improve education and development opportunities for medical students and create an pathway for employment entry
7. Monitor and evaluate the performance of the medical workforce function and programs of work and provide detailed and reliable analysis to support decision making and identify opportunities for development of new initiatives

Position Description

Key Challenges

1. Ability to quickly assess and balance multiple competing factors regarding the demands of medical and LHD staff in the context of high pressure recruitment, employment and human resources activities
2. Guiding and supporting managers through efficient and effective processes and policies to build and maintain quality and informed decisions and relationships while meeting team objectives and deadlines

Key Relationships

	<i>Who?</i>	<i>Why?</i>
Internal Relationships		
1	Line Manager	Receive direction, organisational vision and priorities, escalate issues and share information; liaise to obtain strategic direction and guidance
2	Work Team	Direct and inspire team, provide advice, coaching and support, build specialist capability and productive relationships
3	Medical Practitioners, Managers and Staff	Provide sound, reliable, specialist medical workforce advice, assist with solving issues, create synergy and build productive relationships
Does this role routinely interact with external Stakeholders?		
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
1	Medical/ Dental Practitioner Candidates and Staff	Ensure that the two-way communication is effective and customer focused, provide a specialist service as the 'one stop shop' for support guidance and advice, provide conduit to accessing other services within the organisation such as recruitment, education, payroll
2	Ministry of Health, Peer LHDs	Establish effective networks to enable benchmarking, monitoring of trends, collaboration and sharing of ideas, learnings and information

Staffing

Direct Reports	5.0 FTE TBC
Indirect Reports	0.0 FTE TBC

Essential Requirements

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

Selection Criteria

1. Relevant tertiary qualification, or equivalent work experience, or a combination of study and work experience in human resource/recruitment field
2. Demonstrated management and leadership experience with ability to contextualise within the health setting
3. Demonstrated ability to lead end to end medical recruitment, management and retention programs across a large geographic area with passion and enthusiasm
4. Excellent written and oral communication skills, with demonstrated research and analysis capability
5. Demonstrated ability to build strong and productive relationships with stakeholders, including Executive teams, facility managers, medical practitioners and other internal and external stakeholders
6. Demonstrated high level organisational and project management skills
7. High level negotiation and conflict resolution skills

CONSULTATION PLAN				
DATE	ACTION	WHO	AVENUE	PURPOSE
Thu, 10 Sep 20	Announcement meeting with Staff and Unions	CE + DDP&W + KEY ELT	Chief Executive via VC (recorded) email & notices	Explain business imperatives, need for change, restructuring proposals, No Forced Redundancies Explain consultation processes and implementation timelines
Fri, 11 Sep 20	Formal consultation meeting with Unions <i>Call for EOI for Working Parties if reqd</i> NOTE: ongoing discussion will occur between meetings if requested	CE + DDP&W + P&W	F2F and/or VC	Explanation / Clarification to Union Clarify if any requirement for Working Parties Respond immediately to any questions/problems/issues if able to Record any initial questions/problems/issues unable to answer on the day - Respond within 5 days
Fri, 11 Sep 20	Ongoing Consultation Formal meetings and/or Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Explanation / clarification to employees Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Sat, 12 Sep 20				
Sun, 13 Sep 20				
Mon, 14 Sep 20				
Mon, 14 Sep 20	ELT /Senior Staff update	ELT / Senior Staff / P&W	F2F + VC	Update on discussions with, and feedback from, Employees, Working Parties and Unions
Tue, 15 Sep 20	Ongoing Consultation Formal meetings and/or Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Explanation / clarification to employees Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Wed, 16 Sep 20				
Wed, 16 Sep 20	Ongoing consultation meeting with Unions <i>including Working Parties if reqd</i> NOTE: ongoing discussion will occur between meetings if requested	DDP&W + P&W Reps	F2F and/or VC	Ongoing discussion with, provision of information to, and receipt of feedback from, Unions and Working Parties Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Thu, 17 Sep 20	Ongoing Consultation Formal meetings and/or Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Ongoing discussion with, and provision of information to, and receipt of feedback from employees Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Fri, 18 Sep 20				
Sat, 19 Sep 20				
Sun, 20 Sep 20				
Mon, 21 Sep 20				
Mon, 21 Sep 20	ELT /Senior Staff update	ELT plus P&W Reps	F2F + VC	Update on discussions with, and review of feedback from, Employees, Working Parties and Unions
Tue, 22 Sep 20	Ongoing Consultation Formal meetings and/or Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Ongoing discussion with, and provision of information to, and receipt of feedback from employees Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Wed, 23 Sep 20				
Wed, 23 Sep 20	Ongoing formal consultation meeting with Unions <i>including Working Parties if reqd</i> NOTE: ongoing discussion will occur between meetings if requested	DDP&W + P&W Reps	F2F and/or VC	Ongoing discussion with, provision of information to, and receipt of feedback from, Unions and Working Parties Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Thu, 24 Sep 20	Ongoing Consultation Formal meetings and/or Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Ongoing discussion with, and provision of information to, and receipt of feedback from employees Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Fri, 25 Sep 20				
Sat, 26 Sep 20				
Sun, 27 Sep 20				
Mon, 28 Sep 20				
Mon, 28 Sep 20	ELT /Senior Staff update	ELT plus P&W Reps	F2F + VC	Update on discussions with, and review of feedback from, Employees, Working Parties and Unions
Tue, 29 Sep 20	Ongoing Consultation Formal meetings and/or Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Ongoing discussion with, and provision of information to, and receipt of feedback from employees Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Wed, 30 Sep 20				
Wed, 30 Sep 20	Ongoing formal consultation meeting with Unions <i>including Working Parties if reqd</i> NOTE: ongoing discussion will occur between meetings if requested	DDP&W + P&W Reps	F2F and/or VC	Ongoing discussion with, provision of information to, and receipt of feedback from, Unions and Working Parties Respond immediately to any questions/problems/issues if able to Record any questions/problems/issues unable to be answered on the day Respond within 5 days
Thu, 1 Oct 20	CLOSE OUT Consultation meetings and Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Close out of discussion with, and feedback from, employees Respond immediately to any questions/problems/issues if able to Record any outstanding questions/problems/issues unable to be answered on the day Respond within 5 days
Fri, 2 Oct 20				
Sat, 3 Oct 20				
Sun, 4 Oct 20				
Mon, 5 Oct 20				
Mon, 5 Oct 20	ELT /Senior Staff update	ELT plus P&W Reps	F2F + VC	Update on discussions with, and review of feedback from, Employees, Working Parties and Unions
Tue, 6 Oct 20	CLOSE OUT Consultation meetings and Informal discussions with Employees	Relevant ELT Relevant Senior Staff P&W support	F2F or VC	Close out of discussion with, and feedback from, employees Respond immediately to any questions/problems/issues if able to Record any outstanding questions/problems/issues unable to be answered on the day Respond within 5 days
Wed, 7 Oct 20				
Wed, 7 Oct 20	CLOSE OUT MEETING WITH UNIONS AND WORKING PARTIES	DDP&W + P&W Reps	F2F and/or VC	Close out of discussion with, and feedback from, Unions and Working Parties Respond immediately to any questions/problems/issues if able to Record any outstanding questions/problems/issues unable to be answered on the day Respond within 5 days
Thu, 8 Oct 20	ELT /Senior Staff update	ELT plus P&W Reps	F2F + VC	FINAL Update on discussions with, and review of feedback from, Employees, Working Parties and Unions
Thu, 8 Oct 20 TO Thu, 22 Oct 20	CONSIDERATION OF FEEDBACK FROM CONSULTATION AND FINALISATION OF RESTRUCTURE AND OBTAIN APPROVALS			
Fri, 23 Oct 20	Provision of final restructure documentation to Staff and Unions	CE + DDP&W	EC + DDP&W via VC or via email and notices	Present final Restructure documentation
Sat, 24 Oct 20 TO Thu, 24 Dec 20	IMPLEMENTATION - COMMENCE and ONGOING			
Thu, 24 Dec 20	IMPLEMENTATION COMPLETE			