

POSITION DESCRIPTION

MNCLHD - Director Integrated Mental Health, Alcohol & Other Drug Services

Our CORE values
Collaboration Openness Respect Empowerment



Organisation	NSW Health
Local Health District / Agency	Mid North Coast Local Health District
Position Classification	Health Mgr Lvl 6
State Award	Health Managers (State) Award
Category	Mental Health, Drug & Alcohol MHDA Manager
Website	www.mnclhd.health.nsw.gov.au

PRIMARY PURPOSE

The Director Integrated Mental Health, Alcohol and Other Drug Services (MHAOD) is the senior operational manager for a range of mental health and drug and alcohol programs across the MNCLHD and is accountable for the development, implementation and coordination of integrated MHAOD health initiatives and services within MNCLHD. The key focus of the directorate is on improving health outcomes and patient experience of care, better co-ordination of services between primary, community and hospital settings and working towards a more efficient health care delivery system, within a just and restorative culture .

Role dimensions

Decision making

The Director provides expert and timely advice to the Chief Executive and MNCLHD on Integrated Mental Health, Alcohol & Other Drug strategic policy and direction. The role is fully accountable for the advice provided.

The Director works with the Chief Executive, Executive Team and Clinical Directors to determine organisation wide strategic and operational plans and to ensure the strategic clinical and operational objectives of the MNCLHD are met.

The portfolio involves complex change management challenges, review and changes to improve current models of care, and service partnerships. The role implements key initiatives in accordance with the relevant Ministry and District operational priorities identified by the Board, The Chief Executive or Executive Team.

The Director ensures that health service provision KPI's and Benchmarks related to relevant services are met and services are maintained.

The Director has the delegation to approve recurrent expenditure within allocated budgets and the creation of new roles within award structures and allocated budgets under the MNCLHD Delegations Manual. The Director can recruit to fill roles with the exception of Senior Medical Practitioners whose appointment procedures must be in accordance with District by-laws.

Reporting line - Chief Executive Mid North Coast Local Health District

Direct reports - Approximately 8 direct reports

Budget/Expenditure - Approximately \$35m

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ESSENTIAL REQUIREMENTS

- Tertiary qualifications in an appropriate health field and post graduate qualifications in management or extensive experience in broad clinical and operational management within a complex health care environment
- Current NSW Driver Licence

KEY ACCOUNTABILITIES

- Lead and direct the governance of MNCLHD Integrated Mental Health, Alcohol and Other Drug Services.
- Lead the development and implementation of clinical governance, planning, policy, service review and evaluation, accreditation, clinical redesign, patient flow and innovation to support efficient effective and safe patient care; and promote continuous quality improvement within the Integrated Mental Health, Alcohol and Other Drug Services.
- Ensure the Integrated Mental Health, Alcohol & Other Drug Service workforce is aligned with the MNCLHD clinical services plan; and work collaboratively with agencies supporting the future medical and nursing workforce to identify innovative models of care.
- Lead the implementation of the Mid North Coast Local Health District's Mental Health, Alcohol and Other Drugs Strategic Plan 2020 – 2024, which aims to deliver a Mental Health, Alcohol and Other Drugs (MHAOD) support system that is truly comprehensive, integrated and recovery oriented.
- Collaborate and consult with the Chief Executive and Executive Team to ensure that the strategic clinical and operational objectives of the district are met; the application and utilisation of activity-based funding within the LHD; and the development, implementation, and monitoring of the annual business plan
- Lead the implementation of MHAOD integrated care initiatives and models in partnership with the MNCLHD, general practitioners and the local community; and promote research activities within Mental Alcohol & Other Drug services; and facilitate the involvement of staff in partnerships with other clinical groups, tertiary institutions and research bodies.
- Lead local executive and management structures to meeting activity and financial performance targets under the Annual MNCLHD Service Agreement with the Ministry; lead planning and health reform opportunities, and support the development of operating and capital expenditure budgets and business plans to ensure costs of operation are monitored and prioritised activities are completed
- Ensure that health service provision KPI's and Benchmarks related to relevant services are met and services are maintained; and that the required performance and objectives are met
- Lead and guide the service and workforce culture of the Integrated Mental Health, Alcohol & Other Drug Services to align with the NSW Core Values and Districts Strategic Directions.
- Lead and guide a community engagement model and its application throughout the service.
- Actively promotes and participates in patient safety and ongoing quality improvement programs. Engages in practices that promote the best possible health outcomes for patients/clients, and supports a culture of patient safety, clinical quality and innovation.

KEY CHALLENGES

- As a member of the LHD Executive Team leading and managing the current change agenda to ensure patients/clients experience seamless transition in service delivery to the new structure.
- Maintaining personal resilience and commitment to service delivery in a continuously changing political and operational environment.

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KEY RELATIONSHIPS

Who	Why
Chief Executive, Executive Directors General Managers & Network Directors, Board and Committees of the Board	Maintain collaborative and consultative relationships Work closely with key executives and managers to achieve plans, strategies, and performance agreement goals Provide expert advice, direction, and support
Staff and managers of the Directorate, Executive Sponsor/ Member of various Committees	Develop and engage our people, promote and protect their wellbeing within a just and restorative culture, and enable them to deliver quality services that matter to patients. Represent the position of the integrated mental health & wellbeing, alcohol & other drugs portfolio Provide expert advice, direction, and support
Key senior executives – Ministry of Health Key stakeholders –people with lived experience, consumers and families, Government and NGO's; Primary Health Networks; Media; Voluntee	Maintain collaborative relationships Provide and seek advice and resolve issues Maintain consultative and collaborative relationships Represent the position of the MNCLHD and NSW Health more generally Provide strategic advice and seek opportunities for collaboration

SELECTION CRITERIA

1. Experience delivering Mental Health, Alcohol & other Drug services, with a focus on strong governance and promoting continuous improvement across an organization.
2. Extensive change management experience and the ability to review existing services and propose changes to improve current models of care, and partnerships.
3. Strong influencing and strategic thinking capability, with an engaging, proactive approach to stakeholder management.
4. Experience working collaboratively and consulting executive to ensure that the strategic clinical and operational objectives of the organisation are met.

OTHER REQUIREMENTS

Other Duties: Perform other duties as directed consistent with Award classification.

Vaccination: Category A

Closing the Gap: MNCLHD prioritises 'Closing the Gap' and improving the health outcomes of Aboriginal and Torres Strait Islander people. We are committed to development of culturally safe partnerships with local Aboriginal communities, organisations and Community Controlled Health Services.

Workplace Culture: Ensure all workplace conduct is consistent with the behaviours associated with MNCLHD values and the NSW Health Code of Conduct.

I agree to follow the MNCLHD's policy of zero tolerance towards workplace and family violence. I recognise that violence takes many forms subtle and overt including physical and psychological actions. I commit to not participate in these forms of violence and recognise it is illegal to do so. I will not initiate or participate as a bystander to violence. I will comply with MNCLHD organisational policy for responding to violence, recognising that all forms of violence are unacceptable, that violence is experienced by men, women and children, but most prevalent for women and children.

Workplace Diversity: Comply with and participate in the organisations workplace diversity policies and procedures.

Please note: A person who is not an Australian citizen or a permanent resident is only eligible for temporary employment for a period not longer than the duration of their current visa or a period not shorter than the duration of the advertised position.

Performance Review: A review of performance will be conducted 3 months after commencing and annually thereafter.

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Finance and Assets: Manage allocated finance and resources efficiently and effectively.

Risk Management: All staff are expected to manage risks in their own area, and within their capacity and delegation of authority. Risks beyond a staff member's capacity or delegation need to be reported to their supervisor.

Work Health and Safety: Workers have a positive duty to demonstrate commitment to safety. This includes taking reasonable care for your own safety and others, participating with consultation arrangements and complying with work health and safety legislation, policies procedures and safety instructions.

Training: It is the responsibility of each staff member to comply with mandatory and other training requirements as directed by National, State and Local Legislation and Policy and as relevant to the position.

Continuous Quality Improvement: It is the responsibility of each staff member to be aware of the contents of the Policy and Procedures Manual(s) for their Department and to work within the principles contained therein.

Actively promotes and participates in patient safety and ongoing quality improvement programs. Engages in practices that promote the best possible health outcomes for patients/clients, and supports a culture of patient safety, clinical quality and innovation.

Non-smoking policy: MNCLHD sites are totally smoke free. Smoking is prohibited in the grounds, buildings and vehicles within the public health system.

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CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The Capability Framework is available via the [Public Service Commission website](#).

Capability Summary

Below is the full list of capabilities and the level required for this role. The capabilities in bold are the focus capabilities for this role. Refer to the next section for further information about the focus capabilities.

NSW Public Sector Capability Framework		
Capability Group	Capability Name	Level
	Display Resilience and Courage	Advanced
	Act with Integrity	Adept
	Manage Self	Advanced
	Value Diversity	Adept
	Communicate Effectively	Highly Advanced
	Commit to Customer Service	Highly Advanced
	Work Collaboratively	Advanced
	Influence and Negotiate	Adept
	Deliver Results	Advanced
	Plan and Prioritise	Advanced
	Think and Solve Problems	Highly Advanced
	Demonstrate Accountability	Advanced
	Finance	Advanced
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced