

POSITION DESCRIPTION

General Manager (HM6) - Mental Health, Alcohol and Other Drugs - MNCLHD - Perm Fulltime

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
Vaccination Category	Category A
ANZSCO Code	132411 Policy and Planning Manager
Website	www.mnclhd.health.nsw.gov.au

PRIMARY PURPOSE

Lead and manage the delivery of the budgeted Mental Health, Alcohol and Other Drugs programs covering the full range of specialist community based services through to acute Mental Health, Alcohol and Other Drugs services, including strategic, operational, planning and governance requirements, to enable safe, effective and appropriate Mental Health, Alcohol and Other Drugs to be delivered by the MNCLHD.

ESSENTIAL REQUIREMENTS

As per selection criteria.

KEY ACCOUNTABILITIES

- Develop and implement local plans and strategies consistent with national, state-wide and Ministry of Health policy, including local workforce development and clinical services planning.
- Deliver on the operational and financial requirements and meet the Key Performance Indicators and targets as specified by the LHD and Ministry of Health
- Undertake reasonable travel in accordance with the duties of this position
- Review complaints, ministerial, briefings and medico-legal issues and to provide clinical and corporate advice on the management of same.
- Authority to execute local engagement protocols with operational managers of generalist health services and other specialist services within the Local Health District which are required for Mental Health, Alcohol and Other Drugs consumers.
- Ensure compliance with the strategic directions of the MNCLHD, linking actions, service change and enhancements to these directions
- Assess and develop the skills and competencies of the workforce to ensure continual service improvement and to facilitate the use of new technologies in care and treatment
- Work collaboratively to develop effective workforce planning mechanisms to support clinical and other staff in delivering identified health service delivery needs
- Develop and strengthen local key relationships with Primary Health Network; GPs and NGOs and

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community and other human service agencies to improve access by people with a mental illness or drug and alcohol problem, to mainstream health and social care to ensure the local population receive appropriate care and services as close as possible to where they live.

- Ensure clinical services are integrated and remain high quality and outcome focussed in line with State and National policies and directives including the NSW Mental Health Act (2007) and amendments.
- Ensure that Mental Health, Alcohol and Other Drugs services are effectively integrated, providing seamless care to individuals with comorbid disorders with Authority to act as the Local Health District's single point of accountability for Mental Health, Alcohol and Other Drugs services and to work in collaboration with other health system entities.
- Develop, implement and manage effective clinical governance arrangements that focus on quality, clinical audit, risk and evidence based practice to ensure the Mental Health, Alcohol and Other Drugs services are delivered to the population with the highest levels of clinical quality and patient safety

KEY CHALLENGES

- Operate within a rapidly changing environment to enhance Mental Health, Alcohol and Other Drugs service planning and delivery structures.
- Reviewing and developing a Mental Health, Alcohol and Other Drugs Clinical Services Plans that can be incorporated into the overall MNCLHD Clinical Service Plan to ensure an equitable use of available resources across the MNCLHD that can be delivered with high levels of clinical quality and patient safety across the life span.
- Ensure the service meets safety and quality accreditation standards

KEY RELATIONSHIPS

Who	Why
CE - MNCLHD	Service direction, Planning and Accountability
MoH Mental Health Branch/ inforMH	Service implementation, Planning, Finance and Activity, health reform
MoH Drug and Alcohol Team	Service implementation, Planning, Finance and Activity
PHN – Primary Health Network and IMHpact	Service integration, Planning and MH reform
Primary care providers (GP's)	Service delivery and Support

SELECTION CRITERIA

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1. Significant senior management experience across a complex health service with proven capacity for ensuring optimal health outcomes within budget; Health related Tertiary and/or Post Graduate qualifications.
2. Proven capacity to lead, influence, motivate, negotiate at senior levels to ensure the highest level of service provision, patient safety and service quality;
3. Exceptional communication and interpersonal skills to ensure relationships are built and maintained with the diverse stakeholder groups to ensure Services are delivered effectively to the local population;
4. Extensive knowledge of the health industry and an ability to apply that knowledge to local health district needs and the broader health service needs of the people of MNCLHD
5. Proven capacity to analyse key performance information and make decisions based on this information for the delivery of health services, as well as ensure performance accountability and reporting
6. Demonstrated ability to manage the physical, financial and human resources of a large and complex service delivery organisation with a proven capacity to innovate and solve problems with creative solutions
7. Excellent strategic planning and policy development skills with the proven capacity to manage complex organisational change initiatives
8. Current Driver's license and ability to travel as required

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.

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.

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