

## POSITION DESCRIPTION

V2

### Draft/Indicative for Consultation September 2020

**Title:** Director – Integrated Allied, Community & Cancer Care Services

**Organisation:** NSW Health

**Local Health District/Agency:** Ministry of Health (Mid North Coast Local Health District)

**Category:** Senior Executive/Director

#### OUR CORE VALUES:

Collaboration Openness Respect Empowerment

<b>CLASSIFICATION</b>	Executive Band 1 (to be graded)
<b>STATE AWARD</b>	Executive Service
<b>ESSENTIAL REQUIREMENTS</b>	Tertiary qualifications and/or demonstrated equivalent experience at senior executive level in a large complex organisation engaged in service delivery including management of operational budget, physical and human resources.
<b>VACCINATION CATEGORY</b>	Category A

<b>PRIMARY PURPOSE</b>	The Director – Allied, Community & Cancer Care Services is the senior operational manager for a range of integrated health programs within the Mid North Coast Local Health District (MNCLHD) to improve health outcomes and patients' experience of care, better co-ordination of services between primary, community and hospital settings and working towards a more efficient health care delivery system. The portfolio involves complex change management opportunities and reviews to improve models of care and service partnerships.
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<b>KEY ACCOUNTABILITIES</b>	<ol style="list-style-type: none"><li>1. Lead and direct the governance and management structures of the Directorate to meet activity and financial performance targets under the Annual MNCLHD Service Agreement with the Ministry, including efficient management of the operating expenditure budget in accordance with the Efficiency Implementation Plan (EIP) and the Activity Based Funding model of MNCLHD Integrated Allied, Community &amp; Cancer Care Services' strategic direction and the integration of leadership roles.</li><li>2. Support professional leadership for Allied Health professionals across MNCLHD consistent with NSW Health and MNCLHD policy and procedures and ensure corporate governance of Hosted &amp; Held Services is consistent with the Hosted and Held Partnership agreement between MNC and Northern NSW Local Health Districts.</li><li>3. Promote a culture of respect including implementation of local plans to address the results of the Your Say Survey to support a positive workplace culture and continuous quality improvement.</li><li>4. Develop and implement clinical governance, service planning &amp; re-design, review, policy and evaluation, accreditation, patient flow and innovation to support efficient and effective patient care.</li><li>5. Implement, monitor and evaluate policies and standards to enhance access to clinical services, the co-ordination of care, clinical trials, research activities.</li><li>6. Lead the implementation of integrated care models in partnership with the Chief Executive, MNCLHD Senior Executive Team, North Coast Primary Health Network, general practitioners, the local community practitioners and local communities.</li><li>7. Establish and maintain a community consultation program to involve patients, carers and local residents in decision-making about healthcare services and facilities in consultation with relevant MNCLHD portfolios.</li></ol>
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	8. District-wide responsibility for Cancer Services, Integrated Care Program, Planning & Service Development, Leading Better Value Care, Integrated Primary Care (including Bowraville GP Clinic), Mid North Coast Brain Injury & Rehabilitation Service, Integrated Child & Family Wellbeing, Aged Care & Chronic Disease, Patient Transport & IPTAAS together with a range of strategic initiatives, including the MNCLHD's Renal and Palliative Care Strategies.
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<b>KEY CHALLENGES</b>	<ol style="list-style-type: none"> <li>1. Managing the demand for allocation of funds within the District between services, staffing and technology as well as for external stakeholders.</li> <li>2. Engaging clinicians and key partners in changing models of care to improve health outcomes, the health care experience and better use of resources</li> <li>3. Balancing the expectations of the community against available resources and changing policy.</li> <li>4. As a member of the Senior Executive Team, leading and managing the current change agenda to ensure patients/clients remain at the centre of every decision.</li> <li>5. Maintaining personal resilience and commitment to service delivery in a continuously changing political and operational environment.</li> </ol>
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<b>Key Relationships</b>	<b>WHO</b>	<b>WHY</b>
	Internal	
	Governing Board and Sub-Committees	<ul style="list-style-type: none"> <li>• Maintain collaborative and consultative relationships</li> <li>• Provide expert advice and support</li> </ul>
	Chief Executive	<ul style="list-style-type: none"> <li>• Maintain collaborative and consultative relationships</li> <li>• Provide the Chief Executive with information, reports and recommendations regarding the Integrated Allied, Community and Cancer Care systems of the Local Health District</li> <li>• Report against key performance areas and recommendations regarding the delivery of health services across the LHD.</li> </ul>
	Senior Executive Team	<ul style="list-style-type: none"> <li>• Provide advice to ensure a consistency of approach to Integrated Allied, Community and Cancer Care and work with them as a team to ensure the best service possible is delivered to patients.</li> <li>• Maintain collaborative relationships; provide advice and reporting, consult and negotiate on key matters</li> <li>• Provide strategic leadership and professional accountability for Cancer Services (including Mid North Coast Cancer Institute), Planning and Service Development, Child and Family</li> </ul>

		Wellbeing, Aged Care & Chronic Disease and other community based services within the LHD.
	Managers and Staff	<ul style="list-style-type: none"> <li>• Provide expert advice, leadership, direction and support.</li> </ul>
	External	
	Senior Executives – Ministry of Health	<ul style="list-style-type: none"> <li>• Foster and maintain effective, collaborative and consultative working relationships and partnerships.</li> <li>• Provide and seek advice and resolve issues.</li> </ul>
Key Stakeholders - Government & non-government organisations eg Primary Health Networks, Media, community representatives, Volunteers, Universities and Industrial/Professional Associations.	<ul style="list-style-type: none"> <li>• Maintain consultative and collaborative relationships</li> <li>• Represent the position of MNCLHD and NSW Health generally</li> <li>• Provide strategic advice and seek opportunities for collaboration</li> </ul>	





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## CAPABILITIES FOR THE ROLE

The NSW Public Sector Capability Framework applies to all NSW public sector employees. The 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 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
 Personal Attributes	Display Resilience and Courage	Adept
	Act with Integrity	Advanced
	<b>Manage Self</b>	<b>Advanced</b>
	Value Diversity	Adept
 Relationships	Communicate Effectively	Highly Advanced
	<b>Commit to Customer Service</b>	<b>Highly Advanced</b>
	<b>Work Collaboratively</b>	<b>Advanced</b>
	Influence and Negotiate	Adept
 Results	<b>Deliver Results</b>	<b>Advanced</b>
	Plan and Prioritise	Advanced
	<b>Think and Solve Problems</b>	<b>Advanced</b>
	Demonstrate Accountability	Adept
 Business Enablers	<b>Finance</b>	<b>Advanced</b>
	Technology	Adept
	Procurement and Contract Management	Adept
	Project Management	Advanced

## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Personal Attributes Manage Self	Advanced	<ul style="list-style-type: none"> <li>• Act as a professional role model for colleague goals and take pride in their achievement</li> <li>• Actively seek, reflect and act on feedback on</li> <li>• Translate negative feedback into an opportunity</li> <li>• Maintain a high level of personal motivation</li> <li>• Take the initiative and act in a decisive way</li> </ul>
Relationships Commit to Customer Service	Highly Advanced	<ul style="list-style-type: none"> <li>• Create a culture which embraces high quality across the organisation, ensuring that management processes drive service delivery outcomes</li> <li>• Engage and negotiate with stakeholders on staff to government policy, standards of customer service, accessibility, and provide expert, influential advice</li> <li>• Ensure that responsiveness to customer needs is integrated into the organisation's strategic planning processes</li> <li>• Set overall performance standards for service delivery across the organisation and monitor compliance</li> </ul>
Relationships Work Collaboratively	Advanced	<ul style="list-style-type: none"> <li>• Build a culture of respect and understanding across the organisation</li> <li>• Recognise outcomes which resulted from effective collaboration between teams</li> <li>• Build co-operation and overcome barriers to information and communication and collaboration across government</li> <li>• Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions</li> </ul>
Results Deliver Results	Advanced	<ul style="list-style-type: none"> <li>• Drive a culture of achievement and acknowledge success</li> <li>• Investigate and create opportunities to enhance performance against organisational objectives</li> </ul>





## NSW Public Sector Capability Framework

Group and Capability	Level	Behavioural Indicators
Results Think and Solve Problems	Advanced	<ul style="list-style-type: none"> <li>• Undertake objective, critical analysis to draw conclusions that recognise and manage contextual issues</li> <li>• Work through issues, weigh up alternatives and implement effective solutions</li> <li>• Take account of the wider business context with multiple options to resolve issues</li> <li>• Explore a range of possibilities and create a plan that will contribute to systems, process and business improvement</li> <li>• Implement systems and processes that underpin business objectives through research and analysis</li> </ul>
Business Enablers Finance	Advanced	<ul style="list-style-type: none"> <li>• Apply a thorough understanding of recurrent financial and business terminology, policies and processes to plan and manage budget preparation and management</li> <li>• Identify and analyse trends, review data and financial performance options to ensure business cases are financially sound</li> <li>• Assess relative cost benefits of direct provision of services</li> <li>• Understand and promote the role of sound financial management and its impact on organisational effectiveness</li> <li>• Involve specialist financial advice in review and development of systems and processes used to identify opportunities for improvement</li> <li>• Respond to financial and risk management at organisational level addressing areas of non-compliance</li> </ul>
People Management Manage and Develop People	Advanced	<ul style="list-style-type: none"> <li>• Refine roles and responsibilities over time to ensure alignment with business outcomes</li> <li>• Recognise talent, develop team capability and manage succession planning</li> <li>• Coach and mentor staff and encourage professional development</li> </ul>

